LG optimus™ slider

LG Optimus™ Slider

User Manual

Virgin mobile®

VM701 User Guide - English

Some of the contents in this manual may differ from your phone depending on the software of the phone or your service provider.

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Device Basics

Tip

Phone Software Upgrades – Updates to your device's software may become available from time to time. Press and tap > **Settings** > **About phone** > **Software update.**

Your Device Overview

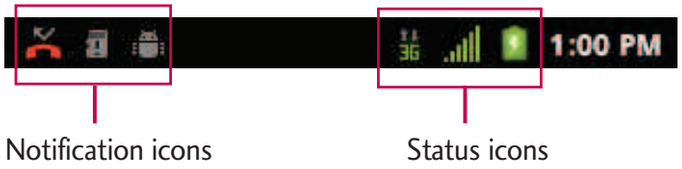
Front View

1. Proximity Sensors sense proximity towards other objects (such as your head) so that touch commands are not accidentally activated during a call.

Note

Please be careful not to cover the sensors with a protective film, pouch, or a protective case not authorized by LG.

2. Status Bar provides information about your device's status and options, such as signal strength, ringer setting, messaging, and battery charge. The Status Bar displays icons indicating that you've received notifications (on the left) and icons indicating the device's status (on the right), along with the current time.



3. Phone Key displays the dialpad so you can dial a number. Also provides additional tabs to access **Call log**, **Contacts**, and your **Favorites**.

4. Home Key returns to the Home screen. If you're already viewing one of extension panes, it opens the central Home screen. Press and hold to display recently used applications.

5. Menu Key allows you to access your device's main functions menu from the Home screen: **Add**, **Wallpaper**, **Settings**, **Search**, **Manage apps** and **Notifications**. While in a an application, press to open a list of options available.

6. Microphone allows other callers to hear you clearly when you are speaking to them.

7. Back Key returns to the previous screen. Also closes pop-up display items such as menus and dialog boxes.

8. Search Key displays the Quick Search box that can be used to search for a key term both on the device and onlin. See Search Key on page 20.

- For example, entering the word "Pa" will display any matching entries from your device's Contacts list, installed applications, or will suggest search terms.
- Press and hold to launch Voice Search where you can initiate a Google™ search by verbally entering search terms. The device recognizes your spoken words and initiates a Web search.

9. Browser Key launches the Web Browser.

10. Applications Tab opens the Applications screen to view installed applications.

11. Touchscreen displays all the information needed to operate your device, such as the applications, call status, the Contacts list, the date and time, and the signal and battery strength.

12. Earpiece lets you hear the caller and automated prompts.

Rear View

1. 3.5mm Headset Jack allows you to plug in a headset for convenient, hands-free conversations. CAUTION! Inserting an accessory into the incorrect jack may damage the device.
2. Camera Lens as part of the built-in camera, lets you take pictures and videos.
3. Camera Key lets you activate the camera and camcorder. Once the Camera function is open, you can access the Video recorder function as well.
4. Fingertip Cutout allows you to lift and remove the device's back cover.
5. Charger/Accessory Port allows you to connect the device charger or an optional USB cable (included). CAUTION! Inserting an accessory into the incorrect port may damage the device.
6. Volume Keys allow you to adjust the ringer and media volumes, or to adjust the in-call volume during a call. When you press and hold the Volume Key, the phone switches to the Sound-off mode.
7. Speaker lets you hear the different ringers and sounds. The speaker also lets you hear the caller's voice in speakerphone mode.
8. Power/Lock Key locks the screen. Press and hold to open the Phone options menu (for the following options): **Silent mode**, **Airplane mode**, and **Power off.**
9. microSD Slot accommodates the pre-installed microSD™ card (expandable up to 32GB).

Note

Insert a microSD card to use the camera and other multimedia features. Multimedia contents will be saved in the microSD card. LG VM701 has a microSD™card pre-installed.

Viewing the Display Screen

The Status Bar appears at the top of the screen. It displays icons indicating that you've received notifications (on the left) and icons indicating the device's status (on the right), along with the current time.

If you have more notifications than can fit in the Status Bar, a plus icon prompts you to open the Status Bar to view them all. (See Using the Notifications Panel on page 19.) The following list identifies the symbols you'll see on your device's display screen:

	Signal Strength – Shows your current signal strength. (More bars = stronger signal.)
	No Service – Your phone cannot find a usable signal.
	3G Connected – Indicates that 3G data service is available.
	3G In Use – Indicates that 3G data service is in use.
	1x Data Connected – Indicates that 1x data service is available.
	1x Data Service In Use – Indicates that 1x data service is in use.
	Bluetooth On – Indicates that Bluetooth is on.
	Bluetooth Connected – Indicates that the phone is connected to a Bluetooth device.

	GPS On – Indicates that GPS is on.
	GPS Communicating – Indicates that the device is receiving location data from GPS.
	Airplane Mode – Indicates that the device is in Airplane Mode.
	Speakerphone On – Indicates that Speakerphone is on.
	No microSD – Indicates that no microSD card is installed.
	Vibrate Mode – Indicates that the ringer volume is set to vibrate and any sounds are silenced.
	Ringer Silenced – Indicates that all sounds are turned off.
	Muted – Indicates that phone microphone is muted.
	Very Low Battery – Indicates that battery is very low.
	Low Battery – Indicates that battery is low.
	Battery Drained (40%) – Indicates that battery is partially drained.
	Battery Full – Shows your current battery charge level. (Icon shown is fully charged.)
	Battery Charging – Indicates that battery is charging.
	Unknown Battery – Indicates that an unknown battery is inserted.

	Alarm Clock – Alarm Clock.
	New Gmail Message – Indicates a new Gmail message.
	New Text or Multimedia Message – Indicates you have received a new text or multimedia message.
	New Email – Indicates a new Email message.
	Problem With Text Or Multimedia Message Delivery – Indicates a text or multimedia message is undeliverable.
	New Google Talk Message – Indicates you have received a new Google Talk message.
	New Voicemail – Indicates you have received a new voicemail message.
	Upcoming Event – Alerts you to an upcoming event.
	Data Is Syncing – Application sync is active and synchronization is in progress for Gmail, Calendar, and Contacts.
	Problem With Sign-In Or Sync – There has been an issue with your connection to the Google server, or you were not properly signed into your account. In order to use Google application or sync features, you must set up and sign into an active Google account.
	Full microSD Card – Indicates that microSD card is full.
	An Open Wi-Fi Network Available – Indicates that an open Wi-Fi network is available.
	USB Connected – The device has detected an active USB connection.
	USB Debugging Connected – The device has detected an active USB connection and is in a USB Debugging mode.
	More Notifications Not Displayed – Indicates that there are more notifications which are not displayed in the Status Bar.

	Call In Progress – Indicates that a call is in progress.
	Call In Progress Using Bluetooth Headset – Indicates that a call is in progress using the Bluetooth headset.
	Call Being Forwarded – Indicates that a call is being forwarded.
	Call On Hold – Indicates that a call is on hold.
	Missed Call – Indicates that you have missed calls.
	Uploading Data – Indicates that your device is uploading data.
	Downloading Data – Indicates that your device is downloading data.
	Download Finished – Indicates that a download is complete.
	Song Is Playing – Indicates that a song is playing.

Turning Your Device On and Off

Turn your device on and off and wake-up the screen by using the Power/Lock Key.

Turning Your Device On

- Press and hold .

Turning Your Device Off

1. Press and hold for two seconds until you see the powering-down animation on the display screen.

2. Press **Power off** and then tap **OK** to power off the device.

Your screen remains blank while your phone is off (unless the battery is charging).

Wake Up the Screen

If you don't use the device for a while, the screen and backlight will shut off to conserve battery power. To wake up the device's screen

1. Press . Your lock screen will appear. See Your Device's Lock Feature on page 70.

2. Touch and drag the green Unlock icon to the right. The last screen you were working on opens. (This is the default lock screen.)

Battery and Charger

Warning! Use only LG-approved batteries and chargers with your device. The failure to use a LG-approved battery and charger may increase the risk that your phone will overheat, catch fire, or explode, resulting in serious bodily injury, death, or property.

Battery Capacity

Your device is equipped with a Lithium Ion (Li-Ion) battery. It allows you to recharge your battery before it is fully drained. The battery provides up to 5 hours of continuous digital talk time.

When the battery reaches 5% of its capacity, the battery icon blinks. When there are approximately two minutes of talk time left, the device can sound an audible alert and then turn off.

Note
Long backlight settings, searching for service, using vibrate mode, browser use, and other variables may reduce the battery's talk and standby times.

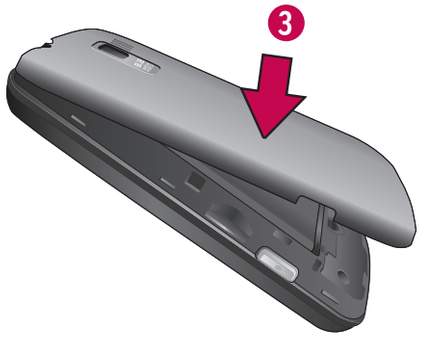
Tip
Watch your device's battery level indicator and charge the battery before it runs out of power.

Installing the Battery

1. Install the battery.

- Remove the battery from its packaging.
- Insert the battery into the battery compartment in the back of the device, making sure the connectors align (see step ❶ in the following illustration). Gently press down to secure the battery (see step ❷ in the following illustration).

- Position the back cover over the battery compartment and press down until you hear a click (see step ❸ in the following illustration).

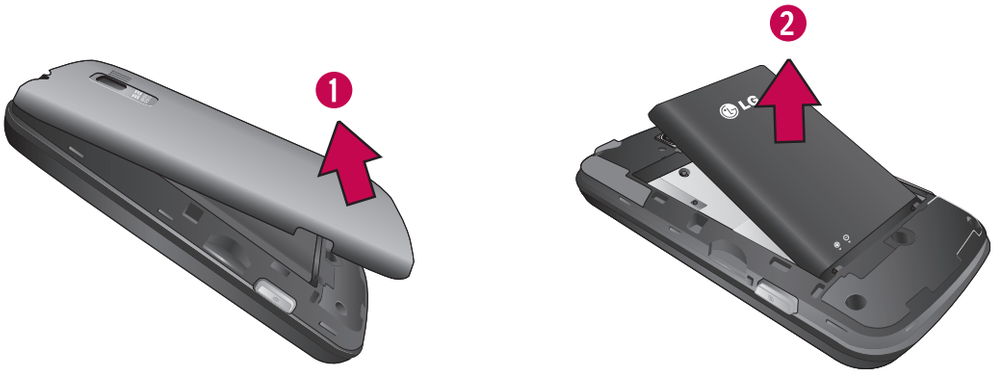


2. Press and hold [⏻ | 🔒] located on the top right of the phone to turn the device on.

Removing the Battery

1. Make sure the power is turned off so that you don't lose any unsaved items.
2. Lift the back cover using the fingertip cutout located on bottom of the cover and remove it.
3. Lift the battery using the fingertip cutout and remove it from the device.

Warning! Do not handle a damaged or leaking Li-Ion battery as you can be burned.

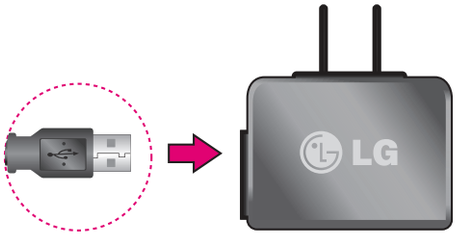


Charging the Battery

Keeping track of your battery's charge is important. If your battery level becomes too low, your device automatically turns off, and you will lose any information you were just working on.

Always use a LG-approved desktop charger, travel charger, or vehicle power adapter to charge your battery.

1. Connect the cableless wall adapter and USB cable as shown; the LG logo on the USB cable should face toward you.



2. Plug one end of the USB cable into the device's Charger/Accessory Port and the other end into an electrical outlet. The charge time varies depending upon the battery level.

With the LG-approved Li-Ion battery, you can recharge the battery before it becomes completely rundown.

Battery Temperature Protection

Though extremely rare, if the battery becomes overheated, the phone will automatically turn off.

Charging with USB

You can use your computer to charge your device. To be able to charge with the USB cable, you need to install the necessary USB drivers on your computer first. Connect one end of the USB cable to the Charger/Accessory Port on your device and connect the other end to a USB port on your computer. It is best to use the rear USB port when connecting to a desktop computer. The USB hub should be powered by an external power source (see Note below).

Note

Low-power USB ports are not supported, such as the USB port on your keyboard or bus-powered USB hub.

LG USB Driver is downloadable from the following site: http://www.lg.com/us/mobile-phones/index.jsp > Click **Mobile Support** > Select the Carrier(TracFone) > Select the Model VM701 > Click **USB Cable Driver** to download.

Always unplug the charger from the wall socket after the phone is fully charged to save unnecessary power consumption of the charger.

Extending Your Battery Life

You can extend your battery's life between charges by turning off features that run in the background. You can also monitor how applications and system resources consume battery power.

- Reduce your Backlight On time.
- Turn Bluetooth off when not in use.

- Turn Wi-Fi off when not in use.
- Deactivate the GPS when not needed. Most applications using this function will periodically query the GPS satellites for your current location; each query drains your battery.
- Do not wait until your battery is completely depleted before charging your device. Repeating this process of a complete discharge and recharge can over time reduce the storage capacity of any battery.
- Turn off Automatic application sync.
- Use the Power Control Widget to deactivate hardware functions such as Wi-Fi, Bluetooth, GPS, Synchronization, or the LCD brightness setting.
- Check the Running Services and close any unnecessary applications.
- Turn down screen brightness and set a shorter screen timeout.

To check the battery's charge level:

Press > > **Settings** > **About phone** > **Status**.

The battery status (charging or discharging) and level (as a percentage of fully charged) are displayed at the top of the screen.

To monitor and control what uses the battery:

The Battery use screen shows which applications consume the most battery power. You can also use it to turn off applications that you've downloaded, if they are consuming too much power.

1. Press > > **Settings** > **About phone** > **Battery use**.
2. Tap any of the listed items for more options.
   - **Cell standby** to view battery used by cell radio.
   - **Phone idle** to view battery used when phone is idle.
   - **Display** to adjust the display settings.

Device Function Keys

The LG VM701 comes equipped with four main function keys that can be used on any screen to access added functions.

Menu Key

The **Menu Key** ( ) activates an available menu function for the current screen or application. When on the Home screen, the following menu options are available:

- **Add** ( ) adds one of the following functions to a selected screen. Options include: Shortcuts, Widgets, Folders, and Wallpapers.
- **Manage apps**( ) displays the Manage applications screen. You can manage how applications use memory, stop a misbehaving application, or uninstall an application.
- **Wallpaper** ( ) provides the ability to customize the current screen's wallpaper image. This image can be obtained from either your Pictures folder or from any of the available images within the device's Wallpaper gallery.
- **Search** ( ) displays the Quick Search box that can be used to search for a key term both on the device and on the Web.
- **Notification** ( ) allows you to expand the Status Bar to provide more detailed information about the current on-screen notification icons.
- **Settings** ( ) provides quick access to the device's settings menu.

Working with Menus

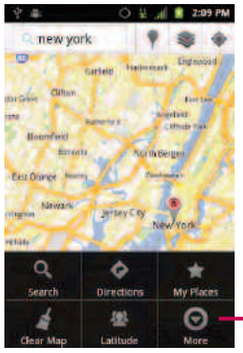
There are two Android menu types: Options menus and Context menus.

Options menus

Options menus contain tools that apply to the activities of the current screen or application, not to any specific item on the screen. To open the available options menu, press .

- Not all applications have Options menus; if you press [ ] on a screen that has no Options menu, nothing will happen.

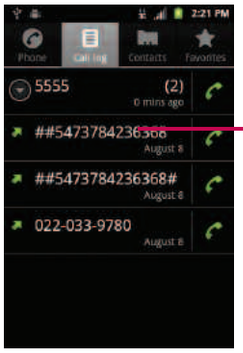
Some applications have more Options menu items than can fit in the options menu; tap **More** to open the additional items.



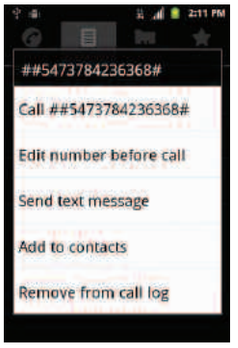
Tap to open more menu items.

Using Context menus

Context menus contain options that apply to a specific item on the screen. To open a Context menu, touch and hold an item on the screen. Not all items have Context menus. If you touch and hold an item that has no Context menu, nothing will happen.



When you touch and hold certain items on a screen, a Context menu opens.



Backing Up Within a Menu

To go to the previous menu:

- Press [ ].

To return to standby mode:

- Press [ ].

Using the Notifications Panel

Notification icons report the arrival of new messages, calendar events, alarms, as well as ongoing events, such as when you are on a call.

When you receive a notification, text appears briefly and the notification icon will be displayed in the Status Bar. For descriptions of the various notification icons, see Viewing the Display Screen on page 8.

You can open the Notifications Panel to view a list of all recent notifications. Depending on your settings, you may hear a notification sound, and the device may vibrate.

Applications whose activities produce notifications, such as Gmail™ and Google Talk, have their own settings, which you can use to configure whether, and how, they send notifications. See the sections on those applications for details.

To open the Notifications Panel:

- Touch and drag the Status Bar to the bottom of the screen.

– or –

- Press > > **Notifications**.

The Notifications Panel displays a list of your current notifications, organized into ongoing and event-based notifications.

To respond to a notification:

1. Open the Notifications Panel. Your current notifications are listed in the panel, each with a brief description.
2. Tap a notification to view it. The Notifications Panel will close and the application that corresponds to your response will open.

For example, new voicemail notifications dial your voicemail box, and new email notifications open the Email application.

To clear all notifications:

1. Open the Notifications Panel.

2. Tap **Clear** at the top right corner of the panel.

All event-based notifications will be cleared; ongoing notifications will remain in the list.

To close the Notifications Panel:

Touch and drag the tab at the bottom of the Notifications Panel to the top of the screen.

- or -

Press .

- or -

Tap a notification and the Notifications Panel will close.

Home Key

The **Home Key** takes you back to your main Home screen. (of the 5 total available screens.)

Back Key

The **Back Key** returns you to the previously active screen. If the on-screen keyboard is currently open, this key closes the keyboard.

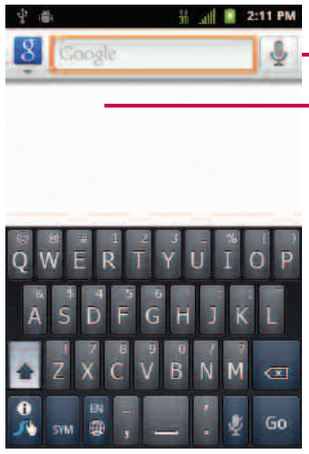
Search Key

The **Search Key** displays the Quick Search Box that can be used to search for a key term both on the device and on the Web. Some applications, such as Contacts, Gmail™, and Google Maps™, have the ability to search contents within those specific applications. Along with being able to search by typing in search terms, you are also able to search by voice.

- Press to launch the Quick Search Box.
- Press and hold to launch the Voice Search function.

Device and Web Search Using Text Entry

1. Press > . When you press on the Home screen or in the other applications that support this, the Quick Search Box will open automatically.

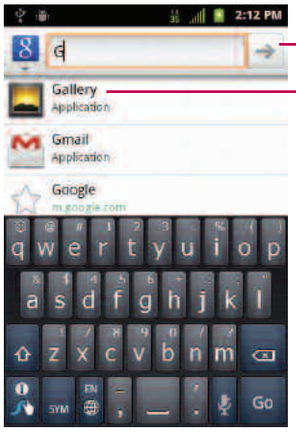


Voice Search
Touch to search by voice.

Recent search results
Provides one touch shortcut to previously searched terms.

- In some applications, such as Gmail, Contacts, Browser, and Android Market™, the application's own search box opens when you press . This is indicated by the application's icon on the left side of the search box.

2. Enter the text you're searching for in the Quick Search Box.



Tap to conduct the search.

As you type, search results from your device, previous search terms, and Web search suggestions appear. Tap an item to search for that term.

- You can use the Search preferences to configure some aspects of Google Web search (for example, whether it makes suggestions below the Quick Search Box as you type), and what device features you want to include in searches.

3. Tap to search for the entered text.

   – or –

   If what you want to search for appears in the suggestions list, tap that item to conduct the search.

To search different by type:

- Tap > **All**, **Web**, **Apps**, or **Contacts**.

To search using voice command:

- press and hold .

  – or –

  Tap from the Quick Search Box.

When you stop speaking, Google Search by Voice analyzes your speech and displays the results of your search.

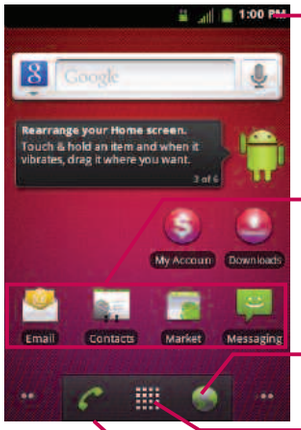
Touchscreen Navigation

The VM701 is a touch-sensitive device which allows you to not only select an on-screen option with a single touch, but to easily scroll through long lists. Simply slide up and down through the display with your fingertip. Your touchscreen provides an excellent way to interact with and use your Android phone. With the touch of your finger, you can access available applications, make menu selections, and access data saved to your device. The following terms are used for describing the different available actions using the touchscreen:

- **Tap**: A single finger tap selects items, links, shortcuts and letters on the on-screen keyboard.
- **Touch and hold**: Touch and hold an item on the screen by touching it and not lifting your finger until an action occurs. For example, to open a contact's available options, touch and hold the contact in the Contacts list until the context menu opens.
- **Drag**: Touch and hold an item for a moment and then, without lifting your finger, move your finger on the screen until you reach the target position. You can drag items on the Home screen to reposition them, as described in Changing the Device's Wallpaper on page 34, or drag the Notifications Panel open, as described in Using the Notifications Panel on page 19.
- **Swipe or slide**: To swipe or slide, quickly move your finger across the surface of the screen, without pausing when you first touch it (so you don't drag an item instead). For example, you can slide the screen up or down to scroll through a list, or browse through the different Home screens by swiping from left to right (and vice versa).
- **Double-tap**: Double-tap to zoom on a Web page or a map. For example, quickly double-tap a section of a Web page to adjust that section to fit the width of the screen. You can also double-tap to zoom in and out when taking a picture (using the Camera), and when using Maps.
- **Pinch-to-Zoom**: Use your index finger and thumb in a pinch or spread motion to zoom in or out when using the Browser, Maps, or browsing pictures.
- **Rotate the screen**: From many applications and menus, the orientation of the screen adjusts to the device's physical orientation. (See Changing the Screen Orientation on page 35.)

Your Home Screen

The Home screen is the starting point for many applications and functions, and it allows you to add items like application shortcuts, folders, or Google widgets to give you instant access to information and applications. This is the default page and accessible from any menu by pressing .



Status Bar Shows device status information including the time, signal strength, battery status, and notification icons.

Application Icons Tap an icon (application, folder, etc.) to open and use it.

Browser Key Tap to access the Web Browser.

Applications Tab Tap to open the Applications screen to view installed applications.

Call Key
Tap to open the dial pad. Also provides additional tabs to access Call log, Contacts, and your Favorites.

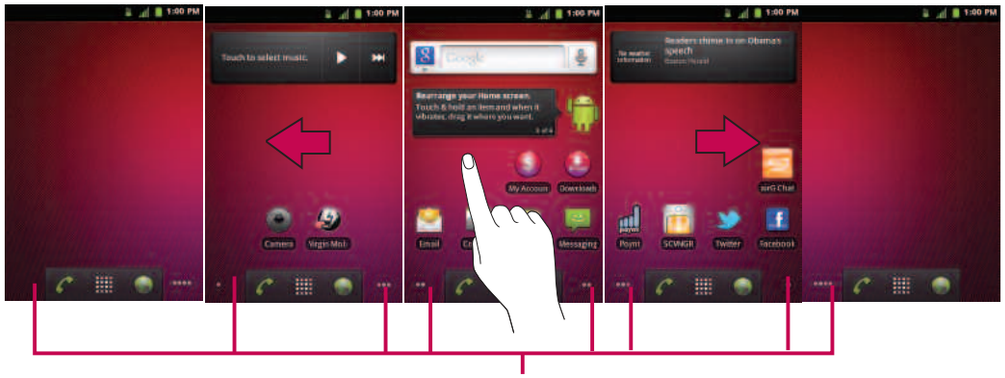
To return to the Home screen:

- Tap at any time, from any application.

Extended Home Screens

The operating system provides multiple Home screens to provide more space for adding icons, widgets, and more.

- Slide your finger left or right across the Home screen. The main screen is in the center with two extension screens on either side of it.



Location Indicator
The dots at the bottom right and left corners of the screen indicate which Home screen you are viewing.

- Touch and hold the Home screen dots on the lower left or right of the screen to view thumbnails of the Extended Home screens, then touch one to go to that specific screen.

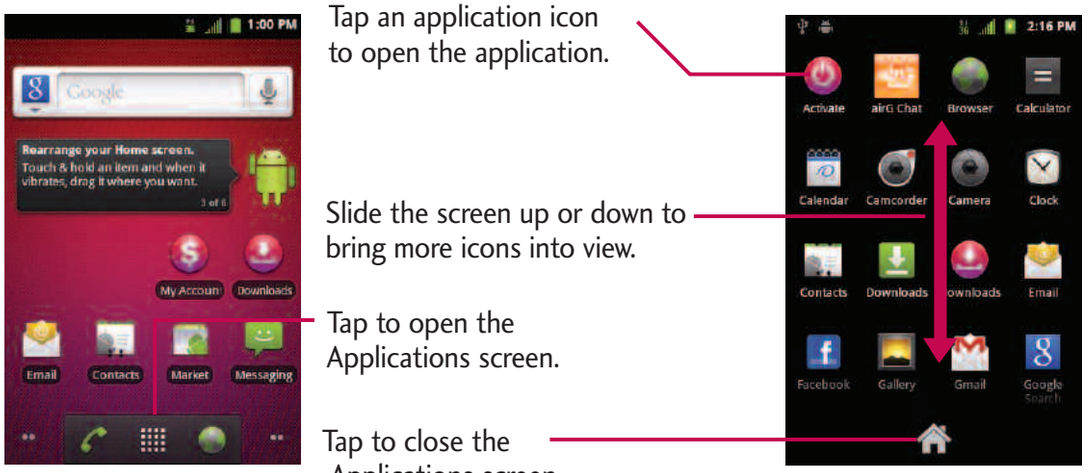
Home screen thumbnails
Touch one for immediate access.

Applications: How to View, Open and Switch

All of the applications on your device, including any applications that you downloaded and installed from Android Market™ or other sources, are grouped together on one Applications screen that you access from your Home screen. If you have more applications than you can currently see on the Applications screen, slide the screen up or down to view more.

The Applications screen contains all of the device's applications (though not downloaded widgets and other downloaded material that isn't an application),including the Clock, Browser, Calculator, Camera, Market, YouTube, Voice Search, and much more.

Overview



Note

The Applications screen closes automatically when you tap an icon to open its Application. Dragging an icon onto your Home screen also closes the Applications screen automatically.

Opening and Switching Applications

Multi-tasking is easy with Android™. Opened applications can keep running in the background when you open another application. There's no need to quit an application before opening another. You can easily switch among several open applications. Android manages each application, pausing and starting them as needed to ensure that unused applications don't waste your device's resources.

To open an application:

- Simply tap its icon on the screen.

Note

You can customize your Home screen with shortcuts to the applications you use most often. Applications are located on the Applications screen, but you can add an application shortcut to your Home screen for faster access. No matter where the icon is, on the Applications screen or your Home screen, just touch it to open and use it. See Adding Application Icons to the Homescreen on page 27 for more information.

To open multiple applications:

1. Tap an application icon to open it.
2. Press .
3. Tap and tap the icon for the other application you want to open.

   – or –

   Simply tap the icon if the application you want is already on your Home screen.

To switch between multiple applications:

1. press and hold . A small window opens with icons of applications that you've used recently.
2. Tap the application icon you want to open.

   – or –

   Press to return to the current application.

Adding Application Icons to the Home Screen

Customize your Home screen with shortcuts to the applications you use most often.

1. Press > .
2. Touch and hold the application icon you want to add to your Home screen.
3. Lift your finger to place the app on your Home screen, or drag the icon to where you want it on the screen, then lift your finger.

Applications

The following is a listing of the default applications available on both the Home/Extended screens and the Applications screen.

Application Icons	
	Browser – Launches the Web browser.
	Calculator – Launches the Calculator application.
	Calendar – Launches the Calendar application that can sync to either your Google or Outlook®Work calendar. Events can only be synched to a managed account.
	Camcorder – Launches the Camcorder.
	Camera – Launches the Camera.
	Clock - Access the Clock application.
	Contacts – Displays the Contacts that can be synchronized with your device from either your Google or Outlook account. Contacts can only be synched to a managed account.
	Downloads – Launches the Downloads application that you can view, reopen, or delete what you've downloaded.
	Email – Provides access your POP3, IMAP, and Exchange Server (Outlook) email accounts. Also provides access to your Gmail account.
	Gallery – Displays a Gallery of camera images and video saved on your microSD™ card .
	Gmail – Provides access to your Gmail account.
	Google Search – Displays the Quick Search Box to search for a key term both on your device and the Web.
	Latitude – Lets you see your friends' locations and share yours with them. The application also lets you see your friends' locations on a map or in a list.

Application Icons	
	Maps – Launches a dynamic map that helps you find local businesses, locate friends, view maps and get driving directions.
	Market – Browse, search for, and download applications on the Android Market.
	Messaging – Provides access to your text messages.
	Music – Launches the Music Player.
	Navigation – Launches the GPS Navigation feature on your phone, allowing you to get quick turn-by-turn directions.
	News & Weather – Launches the application that allows you to stay up to date on news and weather.
	Phone – Accesses the phone keypad.
	Places – Allows others to find your business on local search results using either Google Search or Google Maps.
	Settings – Accesses the device's Settings menu.
	This feature allows you to check for a software update and for your phone.
	Launches the Swype tutorial and videos to help you use the Swype keyboard.
	Polaris Viewer – Launches the Polaris Viewer application that you can view, create, and edit document files on your device.
	Talk – Launches the Google Talk application that lets you chat with family and friends over the Internet for free.
	Voice Dialer – Launches your device's built-in automatic speech recognition (ASR) software, called Voice Control, to dial a phone number in our Contacts or to launch phone functions .
	Voice Search – Launches your device's built-in speech recognition software and initiates a Google search based on the recognized speech.
	YouTube – Launches the YouTube application.

Note
The Email application can access both Exchange Server-based email (such as Work email) and other Internet-based email providers such as Yahoo! and Gmail.

Customizing Your Home Screen

You can customize your Home screen by doing the following:

- Creating Shortcuts
- Adding Widgets
- Creating Contact shortcuts
- Creating Folders
- Changing the Background (Wallpaper)

Creating Shortcuts

Shortcuts are different from the Home screen Widgets. Shortcuts can access a specific contact, activate a feature, action, or launch an application.

To add a shortcut from the Applications Tab:

1. Press to access the Home screen.
2. Select a location (screen) for your new shortcut by scrolling across your available screens until you reach the desired one. (See Extended Home Screens on page 24.)
3. Tap to reveal all your current applications. By default, the applications are listed in a Grid view.
4. Scroll down through the list and locate your desired application.

5. Touch and hold the on-screen icon. This creates an immediate shortcut of the selected icon and closes the Applications screen. The new shortcut then appears to hover over the Home screen.

Note
The same shortcut can be added to any of the available screens (Home or Extended). The application you add to the screen will still appear within the Applications screen.

6. While holding the on-screen icon, position it on the current screen. Once complete, release the screen to lock the shortcut into its new position.

To add a shortcut via the Home screen:

1. Press to access the Home screen.
2. Touch and hold on an empty area of the screen.
3. From the Add to Home screen **window**, tap **Shortcuts**.
4. Tap a selection from the list. Default options include:

- **Applications**
- **Bookmark**
- **Contact**
- **Direct dial**
- **Direct message**
- **Directions & Navigation**
- **Gmail label**

- **Latitude**
- **Music playlist**
- **Settings**

5. Follow the on-screen instructions (if necessary) to add the new shortcut to your current Home screen.

To delete a shortcut:

1. Press to activate the Home screen.
2. Touch and hold the desired shortcut. This unlocks it from its location on the current screen.
3. Drag the icon over the **Trash** and release it.

Adding and Removing Widgets

Widgets are self-contained applications that can be accessed through your Applications Tab or on the Home or Extended screens. Unlike a shortcut, this Widget appears as an on-screen application.

To add a Widget:

1. Press to access the Home screen.
2. Touch and hold on an empty area of the screen.
3. From the Add to Home screen window, tap **Widgets**.
4. Tap an available Widget to place it on your current screen.

- Default widgets include: Analog clock, Calendar, Google Search, Home screen tips, Latitude, Market, Music, News & Weather, Picture frame, Power Control, Rate Places, Traffic and YouTube.

To remove a Widget:

1. Go to the Home screen on which the widget is located.
2. Touch and hold the widget. This unlocks it from its location on the current screen.
3. Drag the widget over the **Trash** and release it.

- This action does not delete the Widget, just removes it from the current screen.

To place a Widget onto a different screen

1. Touch and hold the widget you want to move.
2. Drag the widget to the edge of the screen (the left side if moving to a screen located on the left, right side if moving to a screen located on the right).
3. After about one second, the current screen will change. Repeat until you get to the desired screen.

Creating and Managing Folders

Folders can be located on any of the available screens and can contain multiple Shortcuts or different Contact entries

To create a folder on the Home screen:

1. Press to activate the Home screen.
2. Touch and hold on an empty area of the screen.
3. From the Add to Home screen window, tap **Folders**.
4. Tap an available folder type to place it on your current screen.

- Choices include **New folder**, **All contacts**, **Contacts with phone numbers**, **Recent documents** or **Starred contacts**.

Note
Starred contacts are those Contact entries you have tagged as very important.

Changing the Device's Wallpaper

To change the Home screen wallpaper:

1. From the Home screen, press > **Wallpaper**.

   – or –

   Touch and hold an empty spot on the Home screen, then tap **Wallpapers**.

2. Tap **Gallery**, **Live wallpapers**, or **Wallpapers**.

- **Gallery** to use a picture saved on your device as a wallpaper. You can crop the picture before setting it as a wallpaper.
- **Live wallpapers** to open a list of animated wallpapers installed on your device. Live wallpapers can be animated or even interactive. More Live wallpapers are available on the Android Market.
- **Wallpapers** to open a screen of wallpaper images saved on your device. Slide the thumbnail images left and right to view the available images.

3. Tap **Set wallpaper** or **Save**.

Accessing Recently-Used Applications

Your device keeps a running list of your eight most recently used applications.

1. Press and hold to open the recently-used applications window.

2. Tap an icon to open the related application.

Changing the Screen Orientation

This device is capable of changing the orientation of screen content when the orientation of the device itself has changed. The device's built-in accelerometer senses movement and changes its angle/orientation. Note that some of the screens, applications and widgets do not support orientation changes.

The automatic screen orientation feature can be manually enabled to change the orientation for all enabled screens when rotation is detected.

Note
An example of a screen that automatically re-orients by moving the device is the Messaging screen. This only requires you turn the device on its side.

To manually activate the auto-rotate feature:

1. Press > > **Settings** > **Display**.

2. Tap **Auto-rotate screen** to enable or disable the screen auto-rotation.

Displaying Your Phone Number

Display your phone number and other information about your phone and account.

- Press > > **Settings** > **About phone** > **Status**.

Entering Text

Your device has a built-in QWERTY keyboard, specifically designed for easy and comfortable text entry. You can also enter text using your device's onscreen QWERTY keyboard.

Entering Text With the QWERTY Keyboard

Your phone has a built-in QWERTY keyboard, specifically designed for easy and comfortable text entry. The QWERTY keyboard uses the same layout and works just like the keyboard on your computer. The easiest way to enter text is by using your thumbs to type on the QWERTY keyboard.

1. Slide the QWERTY keyboard out to enter text.
2. Use your fingers to enter the desired text.

- Press Del to delete characters to the left of the cursor.
- Press aA once to capitalize the next letter you type.
- Press aA twice for all caps; press it again to switch back.
- Press and hold vowels, or the C, N, or S keys, to open a pop-up window where you can touch other variations for the letter (e.g., accents, tilda, etc.).
- Press Fn to enter alternate characters, such as 1 for the Fn. To lock the Alternate key function, press twice; press it again to switch back to normal entry mode.
- Press Sym to open a pop-up window with a set of symbol keys.

Entering Text With the On-screen Keyboard

The on-screen keyboard displays automatically when you tap a text entry field. To manually display the keyboard, simply touch a text field where you want to enter text. There are two types of methods that you can use: Android keyboard and Swype.

To select the keyboard:

1. Touch and hold the text entry field and tap **Input method**.
2. Tap the method you want to use between **Android keyboard** and **Swype**.

Entering Text With the On-screen Keyboard

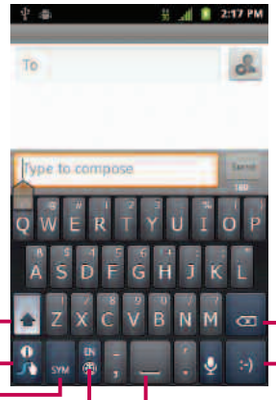
The on-screen keyboard displays automatically when you tap a text entry field. To manually display the keyboard, simply touch a text field where you want to enter text. There are two types of methods that you can use: Android keyboard and Swype.

To select the keyboard:

1. Touch and hold the text entry field and tap **Input method**.
2. Tap the method you want to use: **Android keyboard** or **Swype**.

Android keyboard

Letters Entry Keyboard



Shift Key
Tap once to capitalize the next letter you type. Double-tap for all caps.

Number and Symbols Key
Tap to change input to number and symbol entry.

Settings Key
Tap to change the input method or set various Android keyboard settings.

Voice to Text Key
Tap to enter text by voice.

Delete Key
Tap to delete characters to the left of the cursor.

Emoticon Key
Tap to enter various emoticons.

Space Key
Tap to enter space.

Numbers Entry Keyboard

Alt Key
Tap to enter additional symbols. The keyboard will change to alternate characters. Touch and hold to lock the alternate characters keyboard layout.

Letters Key
Tap to change input to letters entry.

Settings Key
Tap to change the input method or set various Android keyboard settings.

Delete Key
Tap to delete characters to the left of the cursor.

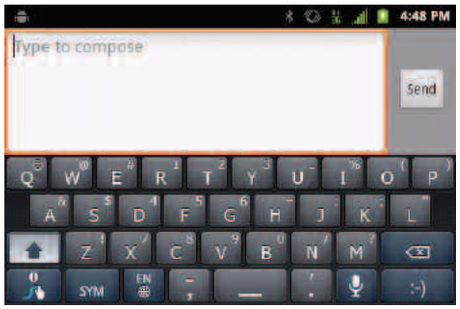
Emoticon Key
Tap to enter various emoticons.

Space Key
Tap to enter space.

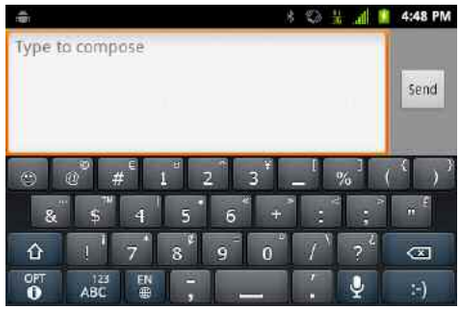
1. Tap a text field where you want to enter text.
2. Enter text.
   - To enter numbers or symbols, tap ?123 .
   - To enter letters again, tap ABC .
   - To configure Android keyboard settings, tap > **Android keyboard settings**.
     - **Vibrate on keypress** allows you to activate a vibration sensation as you enter text using the keypad.
     - **Sound on keypress** allows you to activate a sound sensation as you enter text using the keypad.
     - **Popup on keypress** displays the larger image of each key you tap.
     - **Touch to correct words** underlines a word in a text field if you tap the word and the keyboard has suggestions for other words you may have intended.

- **Auto-capitalization** allows you to automatically capitalize the first letter of a sentence.
- **Show settings key** allows you to set whether to display the Settings Key or always hide it.
- **Voice input** allows you to set on which on-screen keyboard you want the voice-input Microphone key or turn voice input off.
- **Input languages** allows you to select the current text input language. The default language depends on the language set when you first activated the phone.
- **Quick fixes** allows you to correct some common misspellings as you type.
- **Show suggestions** shows you suggested words in a strip above the on-screen keyboard as you type.
- **Auto-complete** allows you to automatically enter a suggested word, highlighted in the strip above the keyboard, when you enter a space or punctuation.

- Rotate the screen to use the larger keyboard.



Letters Entry Keyboard



Numbers and Symbols Etry Keyboard

3. When you finished typing, press to close the keyboard.

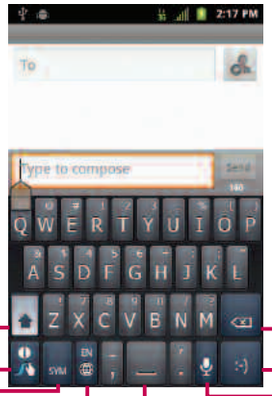
Note

If you do not want the screen to change orientations automatically, uncheck the Auto-rotate screen. Press > > **Settings** > **Display** and deselect **Auto-rotate screen**.

Using Swype Method

Swype is a text entry method that allows you to enter a word by sliding your finger from letter to letter, lifting your finger between words. Swype uses error correcting algorithms and a language model to predict the next word. Swype also includes a predictive text system. For more information, please refer to the Swype Tutorial and Help on your device.

Letters Entry Keyboard



Shift Key
Tap once to capitalize the next letter you type. Double-tap for all caps.

Swype Tips Key
Tap to see Tutorial or More Help, or set Swype settings.

Number and Symbols Key
Tap to change input to number and symbol entry.

Language Key
Tap to select the text input language.

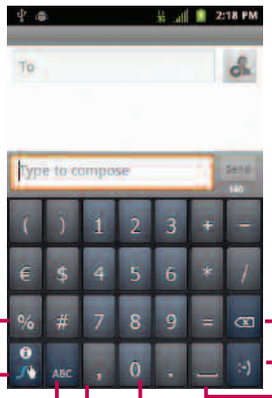
Delete Key
Tap to delete characters to the left of the cursor.

Emoticon Key
Tap to enter various emoticons.

Voice to Text Key
Tap to enter text by voice.

Space Key
Tap to enter space.

Numbers and Symbols Entry Keyboard



Shift Key

Tap once to capitalize the next letter you type. Tap again to turn on CAPS lock. And tap again to turn off CAPS lock.

Swype Tips Key

Tap to see Tutorial or More Help, or set Swype settings.

Letters Key

Tap to change input to letters entry.

Language Key

Tap to select the text input language.

Delete Key
Tap to delete characters to the left of the cursor.

Emoticon Key
Tap to enter various emoticons.

Voice to Text Key
Tap to enter text by voice.

Space Key
Tap to enter space.

- Create a squiggle (like an S shape) to create a double letter (such as “pp” in “apple”).
- To enter a capitalized word, slide your finger above the top row of the keyboard and then slide back down to the next letter(s).
- Move your finger over the apostrophe to enter contractions For common punctuated suffixes, lift your finger off between the suffix and the main part of the word.

To configure Swype settings:

1. When the Swype keyboard is displayed, tap .
2. Tap **Settings**.
3. Tap any of the following settings:
   - **Language** allows you to select the current text input language. The default language depends on the language set when you first activated the phone.

- **Audio feedback** allows you to turn on sounds generated by the Swype application.
- **Vibrate on keypress** allows you to activate a vibration sensation as you enter text using the keypad.
- **Show tips** allows you to turn on an on-screen flashing indicator that provides helpful user information.
- **Word suggestion** allows you to use a built-in word database to predict words while entering text in Swype.
- **Auto-spacing** allows you to automatically insert a space between words. When you finish a word, just lift your finger and start the next word.
- **Auto-capitalization** allows you to automatically capitalize the first letter of a sentence.
- **Show complete trace** allows you choose whether or not you want the complete Swype path to display.
- **Speed vs. accuracy** sets how quickly Swype responds to on-screen input. Move the slider between **Fast Response** (speed) or **Error Tolerance** (accuracy) and tap **OK**.
- **Personal dictionary** allows you to add, edit and remove words which you have added to your Personal Dictionary.
- **Reset Swype's dictionary** allows you to remove all words previously added to the Personal Dictionary.
- **Word choice window** sets the amount of times the word choice selection window displays on the screen. Move the slider between **Never** or **Always** and tap **OK**.
- **Swype help** displays the Swype User Manual.
- **Tutorial** provides an on-screen tutorial.

Tips for Editing Text

You can edit the text you enter in text fields and use menu commands to cut, copy, and paste text, within or across most applications. To cut/copy and paste the text:

1. Touch and hold the text field that contains the text.
2. Tap **Select word** or **Select all** in the menu that opens. The selected text is highlighted in orange, with a tab at each end of the selection.
3. Drag either selection tab to expand or reduce the range of selected text.
   - To cancel the selection, simply tap unselected text or empty area.
4. Tap the selected text.
5. When the pop-up menu opens, tap **Cut** or **Copy**.
6. Place the cursor on the location where you want to paste the text.
7. Touch and hold the text field.
8. When the pop-up menu opens, tap **Paste**. The text that you pasted also remains in the device's memory (temporarily), so you can paste that same text in another location.

Creating a Google Account

Your Google Account

You must create and/or sign into a Google Account to use Gmail™, Google Talk™, Google Calendar™, and other Google Apps. Signing into a Google Account is also necessary to download applications from the Android Market™, to sync your data (if applicable) with the Google servers, and to take advantage of any other available Google services on your device.

If you don't have a Google Account, you will be prompted to create one. If you have an enterprise account through your company or other organization, your IT department may have special instructions on how to sign into that account.

1. From a computer, or from your device's Browser, navigate to **www.google.com**.
2. On the main page, select **Sign-in** > **Create an account now**.
3. Follow the on-screen prompts to create your free account.
4. Log into your provided email address, locate the email from Google, and respond to the new email to both confirm and activate your new account.

Signing into Your Google Account

1. Launch an application that requires a Google account (such as Android Market or Gmail).
2. Click **Next** > **Sign in**.

Note
If you do not already have a Google account, tap **Create** and follow the on-screen prompts to create your new account.

3. Touch the **Username** and **Password** fields and enter your information.
4. Tap **Sign in**. Your device then communicates with the Google servers to confirm your information.

Important: Some applications, such as Calendar, work only with the primary Google account (the first Google account set up with your device). If you plan to use more than one Google Account with your device, be sure to sign into the one you want to use with such applications first. When you sign in, your contacts, Gmail messages, Calendar events, and other information from these applications and services on the Web can be synchronized with your device. You will be prompted to sign in or to create a Google Account the first time you start an application that requires one, such as Gmail or Android Market.

Making Calls

There are several convenient ways to place calls from your device.

1. Press > .

Note
If necessary, tap the Phone tab to access the dialpad.

2. Enter a phone number using the on-screen dial pad and tap .
   - If you enter a wrong number, tap to erase digits one by one.
   - To erase the entire number, touch and hold .

Otions during a call:

- You can open other applications during a call. The will appear in the Status Bar while the call is underway.
- Press the Up/Down Volume Keys to adjust the call volume.
- Use the on-screen buttons to add another call on hold, to use the speakerphone, and for other options, as described in In-Call Options.

3. Tap to end the call.

Tip
To redial your last outgoing call, follow step 1 to access the dial pad, tap the **Call log** tab, locate the call entry and tap .

You can also make calls from your Contacts list, from the Call log, and using Voice Dialer.

Dialing Options

After entering numbers with the dialpad, you can use the following dialing options.

Press **to view the following options:**

- **Add to contacts**: Tap to add the entered number as a new contact, or to an existing contact entry. (See Saving a Phone Number.)
- **Add 2-sec pause:** Enter digits and select this option to introduce a two-second pause before the following sequence of digits is dialed by the phone. (See Dialing and Saving Phone Numbers With Pauses on page 49.)
- **Add wait**: Enter digits and select this option to have the phone dial the preceding set of digits first, and then dial the following sequence of digits when you tap **Yes** on the pop up screen. (See Dialing and Saving Phone Numbers With Pauses on page 49.)

Missed Call Notification

A missed call icon displays when you do not answer a call. When you do not answer an incoming call , is displayed in the Status Bar. To display the Missed Call entry from the notification screen:

1. Touch and drag the Status Bar to the bottom of the screen to open the Notifications Panel.
2. Tap the missed call notification. The Call log screen will be displayed. (To dial the phone number, tap .)

Calling Emergency Numbers

You can place calls to 911 (tap and dial 9 WXYZ 1 1), even if your phone is locked or your account is restricted.

Note
When you place an emergency call, your phone automatically enters Emergency mode.

During an emergency call, tap an option.

- **Speaker On** to activate speakerphone mode. (If you are in speakerphone mode, the option is displayed as **Speaker Off** to deactivate.)
- **Dialpad/Hide** to show or hide the on-screen dialpad.
- **End** to end the current call.

To exit Emergency mode:

1. Tap to end the emergency call.
2. Tap **Exit** on the Emergency Call Back mode.

Enhanced 911 (E911) Information

This phone features an embedded Global Positioning System (GPS) chip necessary for utilizing E911 emergency location services where available. When you place an emergency 911 call, the GPS feature of your phone seeks information to calculate your approximate location. Depending on several variables, including availability and access to satellite signals, it may take up to 30 seconds or more to determine and report your approximate location.

Important: Always report your location to the 911 operator when placing an emergency call. Some designated emergency call takers, known as Public Safety Answering Points (PSAPs) may not be equipped to receive GPS location information from your phone.

TTY Use

A TTY (also known as a TDD or Text Telephone) is a telecommunications device that allows people who are deaf, hard of hearing, or who have speech or language disabilities, to communicate by telephone. Your device is compatible with select TTY devices. Please check with the manufacturer of your TTY device to ensure that it is compatible with digital cell phones.

Your phone and TTY device will connect via a special cable that plugs into your device's headset jack. If this cable was not provided with your TTY device, contact your TTY device manufacturer to purchase the connector cable.

To turn TTY Mode on or off:

1. Press > > **Settings** > **Call settings** > **TTY mode**.
2. Tap **TTY Off** to turn TTY mode off.

   – or –

   Tap any of the following to enable the feature:

   - **TTY Full**, **TTY HCO**, or **TTY VCO**.

Note
In TTY Mode, your device will display the TTY access icon. When enabled, TTY mode may impair the audio quality of non-TTY devices connected to the headset jack.

In-Call Options

Once you initiate a call, you will see these on-screen options:

- **Contacts** to open Contacts.
- **End** to end the call.

- **Dialpad** to display the dialpad.
- **Bluetooth** (Only available when a Bluetooth headset is connected to your phone) to conduct the call via the Bluetooth headset for hands-free conversation. (For details about pairing the phone with a Bluetooth headset, see Pairing Bluetooth Devices on page 174.)

Note
When using the Bluetooth headset during a call, the Ongoing Call notification icon is blue in the Status Bar.

- **Mute** to mute the microphone during a call. The Mute button lights up and is displayed on the Status Bar to indicate the microphone is muted. To unmute the microphone, tap Mute again.
- **Speaker** to turn the speakerphone on or off. The Speaker button lights up and is displayed on the Status Bar to indicate that the speakerphone is on.

WARNING: Because of higher volume levels, do not place the device near your ear while using the speakerphone.

Dialing and Saving Phone Numbers With Pauses

You can dial or save phone numbers with pauses for use with automated systems, such as voicemail or credit card billing numbers.

There are two types of pauses available on your device:

- **2-Second Pause** automatically sends the next set of numbers after two seconds.
- **Hard Pause (Wait)** sends the next set of numbers when you tap **Yes**.

Note
You can have multiple pauses in a phone number and combine two-second and hard pauses.

To dial or save phone numbers with pauses:

1. Enter the phone number.
2. Press > **Add 2-sec pause** or **Add wait**.
3. Enter the additional numbers.
4. Tap to dial the number.

   – or –

   Press > **Add to contacts** to save the number in your Contacts.

Note
When dialing a number with a hard pause (Wait) , tap **Yes** to send the next set of numbers.

Dialing From the Contacts List

Dial directly from your contacts list.

1. Press > > **Contacts**.

   – or –

   Press > > **Contacts**.
2. Find a contact to call and tap it to open its entry, then tap .

   – or –

   Touch and hold the contact. When a context menu opens, tap **Call contact**.

Using Direct Dialing

With Direct Dialing, you are able to directly save a contact to your Home screen.

1. Press > > **Add** > **Shortcuts** > **Direct dial**.

2. Tap a contact from your Contacts List. The contact will appear on your home screen.

To use Direct Dial:

- Simply tap the contact on the Home screen.

Plus (+) Code Dialing

When placing international calls, Plus Code Dialing automatically enters the international access code for your location (for example, 011 for international calls made from the U.S.).

1. In the Dial screen, touch and hold until you see a "+" on the display screen.

2. Dial the country code and phone number, and then tap . (The phone automatically prepends the access code for international dialing, followed by the country code and phone number.)

Answering Calls

When you receive a phone call, the Incoming Call screen opens with the caller ID and any other available information (such as the caller's name, if saved in the Contact's list). The most recent incoming calls are recorded in the Call log.

To answer a call:

- Touch and drag to the right.

If you were already on a call, the first call is placed on hold while you answer the new call. To silence the ringer of an incoming call, press the down Volume Key.

Your phone notifies you of incoming calls in the following ways:

- The phone rings or vibrates.
- The backlight illuminates.
- The screen displays an incoming call message.

To decline a call and divert it to voicemail:

- Touch and drag to the left.

The caller is sent directly to your voicemail box to leave a message.

Ending a Call

When you have finished the conversation, please make sure to tap .

– or –

If you opened other applications while on a call:

1. Open the Notifications Panel.

- Touch and drag the Status Bar to the bottom of the screen.

2. Tap **Current call** to redisplay the **Phone** application.
3. Tap .

Call Log

The Call Log tab of the Phone application lists all recent incoming, outgoing, and missed calls.

Viewing the Call Log

The Call log is a list of the most recently placed, received, or missed calls. It offers a convenient way to redial a number, return a call, or add a number to your Contacts.

To open the Call log:

- Press > > **Call log**.

Calls are listed in the Call log tab, the most recent calls are located at the top of the list. Scroll down to see older entries.

Note

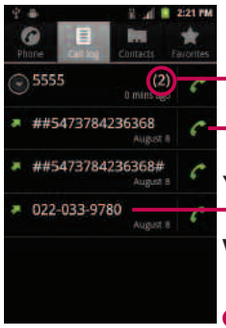
Call log records only calls that occur while the device is turned on. If a call is received while your device is turned off, it will not be included in the call log. If you return a call from the voicemail menu, it will not be included in your phone's Call log.

Call Log Options

Tap an entry to view the date and time of the call and call duration. The following options are available:

- **Call again** to make a call.
- **Send text message** to send a text message.
- **Add to contacts** to add an entry's number to your Contacts.

If several calls were made to one number or received by one number, the calls are displayed as one entry. When you tap this entry, the individual call logs are opened.



You can also touch and hold the entry to open a menu with more options, to communicate with that contact in other ways.

- **Call** to make a call.
- **View contact** (for entries saved in Contacts) to view contact information.
- **Edit number before call** to edit a number before you redial.
- **Send text message** to send a text message.
- **Add to contacts** to add an entry's number to your Contacts.
- **Remove from call log** to remove the entry from the Call log.

Making a Call From the Call Log

- From the Call log, tap the at the right of the entry.

Saving a Number From the Call Log

1. Tap an entry and tap **Add to contacts**.

   – or –

   Touch and hold an entry and tap **Add to contacts**.

2. Tap **Create new contact**.

– or –

Search for an existing contact name and tap an existing contact to add the new number to that existing contact.
(For more information about creating and editing contacts, see Contacts on page 79.)

Note

You cannot save phone numbers already in your Contacts or from calls identified as No ID or Restricted.

Prepending a Number From the Call Log

If you need to make a call from the Call log and you are outside your local area code, you can add the appropriate prefix by prepending the number.

1. Touch and hold an entry and tap **Edit number before call**.
2. Tap the area immediately to the left of the phone number and enter the prefix.
3. Tap to call the number.

– or –

Press > **Add to contacts** to save the amended number in your Contacts.

Clearing the Call Log

1. From the Call log, press > **Clear call log.**
2. If you are certain you want to clear the Call log, tap **OK**.

– or –

Tap **Cancel**.

Saving a Phone Number

You can store phone numbers and contact entries in your phone. You can also synchronize them with your Google™ Account, Microsoft Exchange account, or other accounts that support syncing contacts. (For more information, see Contacts on page 79.)

To save a number from standby mode:

1. Press > .
2. Enter a phone number, press and tap **Add to contacts**.
3. Tap **Create new contact**.

   – or –

   Search for an existing contact name and tap an existing contact to add the new number to that existing contact.

For more information about creating and editing contacts, see Contacts on page 79.

Finding a Phone Number

Your contacts are displayed alphabetically in a list. It is easy to search for a contact by name.

1. Press > > **Contacts** > .

   – or –

   Press > .

2. Start entering the name of the contact you're searching for. As you type, contacts with matching names will appear above the keyboard.
3. Tap a matching contact in the list to open its entry. To dial a number, tap .

Wireless & networks settings

This group of settings lets you control your device's Wi-Fi settings, Bluetooth, VPN, and Mobile networks.

Airplane mode

Airplane mode (Flight mode) allows you to use many of your device's features, such as Games and Music, when you are in an airplane or in any other area where making or receiving calls or data is prohibited. When you set your device to Airplane mode, it cannot send or receive any calls or access online data.

1. Press and hold to reveal the Phone options.
2. Tap **Airplane mode**.

– or –

1. Press > > **Settings** > **Wireless & networks.**
2. Tap **Airplane mode**. (A green checkmark appears.) While in Airplane Mode, your device's Status Bar will display .

To deactivate Airplane Mode:

1. Press and hold to reveal the Phone options.
2. Tap **Airplane mode.**

– or –

1. Press > > **Settings** > **Wireless & networks.**
2. Tap **Airplane mode** to remove the checkmark.

Wi-Fi settings

For details on your device's Wi-Fi features and settings, see Connecting to Wi-Fi Networks on page 134.

Bluetooth settings

Your device's Bluetooth capabilities let you use wireless headsets, send and receive pictures and files, and more. For details on your device's Bluetooth settings, see The Bluetooth Settings Menu on page 173.

VPN settings

From your device, you can add, set up, and manage virtual private networks (VPNs) that allow you to connect and access resources inside a secured local network, such as your corporate network. For details on your device's VPN settings, see Virtual Private Networks (VPN) on page 137.

Mobile networks settings

You can set whether to enable or disable data access on your device.

1. Press > > Settings > Wireless & networks > Mobile networks.

2. Tap **Data enabled** to check or uncheck it.

Call settings

Your device's Call settings menu lets you configure International call options and TTY mode.

North American Dialing

Replace + code as needed for outgoing calls.

1. Press > > **Settings** > **Call settings**.

2. Tap **North American Dialing** to check or uncheck it.

International Dialing

Set the international dialing code for outgoing calls.

1. Press > > **Settings** > **Call settings** > **International Dialing**.
2. Enter the international dialing code and tap **OK**.

Note

The North American Dialing option must be inactive to be able to set International Dialing.

TTY mode

A TTY (also known as a TDD or Text Telephone) is a telecommunications device that allows people who are deaf, hard of hearing, or who have speech or language disabilities, to communicate by telephone. Your device is compatible with select TTY devices. Please check with the manufacturer of your TTY device to ensure that it is compatible with digital cell phones. Your phone and TTY device will connect via a special cable that plugs into your device's headset jack. If this cable was not provided with your TTY device, contact your TTY device manufacturer to purchase the connector cable.

To turn TTY Mode on or off:

1. Press > > **Settings** > **Call settings** > **TTY mode**.
2. Tap **TTY Off** to turn TTY mode off or tap **TTY Full**, **TTY HCO** or **TTY VCO**.

Sound settings

In the Sound settings menu, you can configure call and notification ringtones, audio volumes, as well as some related settings.

Ringer Types

The Phone ringtone alerts you of incoming calls.

Selecting Ringtones for Voice Calls

1. Press > > **Settings** > **Sound** > **Phone ringtone**.
2. Tap a ringtone to select it and to hear it. If you want to set the ringtone, tap **OK**. If not, select another ringtone or tap **Cancel**.

Using a Song as a Ringtone

You can use a song as your phone ringtone, in place of one of the ringtones that come with the phone.

1. Press > > **Music**.
2. Touch and hold a song in your collection. In the pop-up menu, tap **Use as phone ringtone**.

   – or –

   On the Playback screen, press > **Use as ringtone**.

For details about using the Music application, see **Music** on page 126.

Adjusting the Device's Volume Settings

Adjust your device's volume settings to suit your needs and your environment.

1. Press > > **Settings** > **Sound** > **Volume**.

2. Adjust each volume level.

   - **Ringtone**: Changes the volume of your call ringtones and notifications (if applicable).
   - **Media**: Changes the volume of your music, videos and other media.
   - **Alarm**: Changes the volume of your alarms.
   - **Notification**: If you deselect the checkmark (below the Alarm volume bar), you will be able to set this volume level. This is the volume of the ringtone when you receive a notification.

3. Tap **OK**.

Tip

You can adjust the ringer volume on the Home screen or Applications screen, or almost any screen by using the Volume Key on the left side of your device. In other applications such as Music, YouTube, spoken directions, and other audio, Volume Keys control the volume of the application.

Vibrate and Silent Mode

To set your device to vibrate instead of making any sounds:

1. Press > > **Settings** > **Sound** > **Vibrate**.

2. Tap one of the four options.

To set your device to always vibrate:

1. Press > > **Settings** > **Sound** > **Vibrate**.

2. Tap **Always**.

To switch to silent mode:

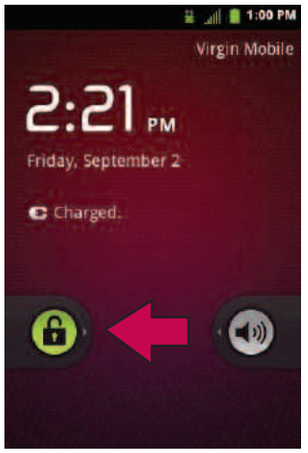
1. Press > > **Settings** > **Sound**.
2. Tap **Silent mode**. (A green checkmark will appear.)

   – or –

   Press the down volume button until you see on the screen.

   – or –

   On the default lock screen, drag to the left.



Selecting a Notification Ringtone

When you receive a notification, such as the arrival of new messages, calendar events, or alarms, the device sounds a ringtone.

1. Press > > **Settings** > **Sound** > **Notification ringtone**.
2. Tap a ringtone to select it and to hear it. If you want to set the ringtone, tap **OK**. If not, select another ringtone or tap **Cancel**.

Setting Various Feedback Tones

To hear tones when you use the dial pad to dial a number:

1. Press > > **Settings** > **Sound**.

2. Tap **Audible touch** tones. (A green checkmark will appear.)

To hear sound when you tap buttons, icons, and other on-screen items:

1. Press > > **Settings** > **Sound**.

2. Tap **Audible selection**. (A green checkmark will appear.)

To hear sound when the screen is locked or unlocked:

1. Press > > **Settings** > **Sound**.

2. Tap **Screen lock sounds**. (A green checkmark will appear.)

To set your device to vibrate when touching buttons and keys:

1. Press > > **Settings** > **Sound**.

2. Tap **Haptic feedback**. (A green checkmark will appear.)

To set how the phone reacts when you make an emergency call:

1. Press > > **Settings** >**Sound**.

2. Tap **Emergency tone**.

3. Tap **Off**, **Alert**, or **Vibrate**.

Display Settings

Adjusting your device's display settings not only helps you see what you want, it can also help increase battery life.

Changing the Backlight Time Length

Select how long the display screen remains backlit after touch the screen or press a key before the screen darkens.

1. Press > > **Settings** > **Display** > **Screen timeout**.

2. Tap **15 seconds, 30 seconds, 1 minute, 2 minutes, 10minutes, or 30 minutes**.

Note

Long backlight settings reduce the battery's talk and standby times. For the best battery performance, use the shortest convenient timeout.

Changing the Contrast

Adjust your screen's contrast (brightness) to suit your surroundings.

1. Press > > **Settings** > **Display** > **Brightness**.

2. Use the slider to set a brightness level and tap **OK**.

Note

For the best battery performance, use the dimmer levels.

Display Language

You can choose to display your device's on-screen menus in English or in Spanish.

1. Press > > **Settings** > **Language & keyboard** > **Select language**.
2. Tap **English** or **Español**.

Setting the Device Automatically to Rotate the Screen

Choose whether the device automatically switches the orientation of the screen as you turn it sideways or even upside down.

1. Press > > **Settings** > **Display**.
2. Tap **Auto-rotate screen** to automatically rotate the screen (a green checkmark will appear).

   – or –

   To disable this, tap **Auto-rotate screen** so that the checkmark is removed.

Note

Some applications on your device do not support the Auto-rotate feature.

Date & time settings

Set your preferences for how dates and time are displayed. You can also use these settings to set your own time and time zone, rather than obtaining the current time from the mobile network.

1. Press > > **Settings** > **Date & time**.
2. Tap **Use 24-hour format** to display the time using 24-hour time format—for example, 13:00 rather than 1:00 pm.
3. Tap **Select date format** to open a dialog to select the format for displaying dates.

Animation Options

Choose whether you want to enjoy animated transitions for some effects (such as when opening menus), for all supported effects (such as when navigating from one screen to another), or to remove all animated transitions (this setting does not affect transitions in non-native applications).

1. Press > > **Settings** > **Display** > **Animation**.

2. Tap **No animations**, **Some animations**, or **All animations.**

Location & security settings

Your Location & security settings menu lets you select how your device determines its location (using the wireless network, GPS satellites, both, or neither, set device security, lock codes, passwords, administrator settings, and more.

The Location feature allows the network to detect your position. Turning Location off will hide your location from everyone except 911.

Note

Turning Location on will allow the network to detect your position using GPS technology making some applications and services easier to use. Turning Location off will disable the GPS location function for all purposes except 911, but will not hide your general location based on the cell site serving your call. No application or service may use your location without your request or permission. GPS-enhanced 911 is not available in all areas.

To enable your device's Location feature:

1. Press > > **Settings** > **Location** & **security** > **GPS Privacy Setting**.

2. Tap **Location On** or **E911 Only.**

Using Wireless Networks

You can use information from Wi-Fi and your service provider's networks to determine your approximate location, for use in GPS applications, when you search, and so on. To use information about your location when navigating and searching in GPS applications (see GPS Navigation on page 129) you must turn on location services.

1. Press > > **Settings** > **Location & security**.
2. Tap **Use wireless networks**. (A green checkmark will appear.)
3. When you check this option, you're asked whether you consent to sharing your location anonymously with Google's location service.
4. Read the disclaimer and tap **Agree**.

Using GPS Satellites

You can use your device's global positioning system (GPS) satellite receiver to pinpoint your location to within accuracy as close as several meters ("street level"). Actual GPS accuracy depends on a clear view of the sky and other factors.

1. Press > > **Settings** > **Location & security**.
2. Tap **Use GPS satellites**. (A green checkmark will appear.)

Note

Uncheck this option when you do not use Maps to conserve battery.

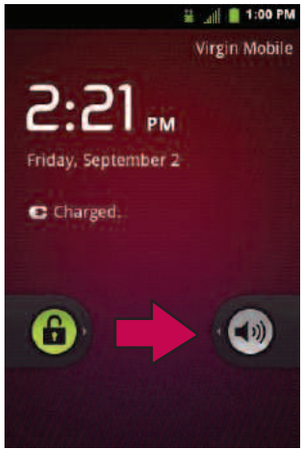
Your Device's Lock Feature

Locking Your Device

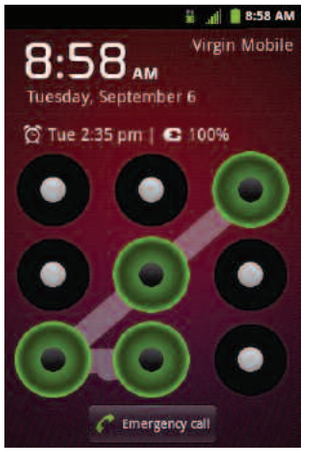
Press . Locking the screen prevents accidental screen touches from activating phone functions.

Unlocking Your Device

1. Press to wake up the phone. (See Wake Up the Screen on page 12).
2. On your lock screen, touch and drag the green Unlock icon to the right.



- If you have set up an Unlock Pattern (see Your Device's Lock Feature on page 70), use your fingertip to draw the pattern.



- If you have set up PIN or Password, enter the PIN or Password. After entering it, tap OK. The last screen you were working on opens.

Note

You have five opportunities to enter your unlock Pattern, PIN or Password. If you've entered the wrong information five times, you must wait 30 seconds before you can attempt again.

If you cannot remember your Pattern, PIN, or Password, try the following actions:

- If you've set up a Google account on the device, tap the Forgot pattern? button. You will be able to unlock the device with your Google account username and password.
- If you haven't created a Google account on the device, you must perform a factory reset. (CAUTION! If you perform a factory reset, all user applications and user data will be deleted. Please remember to back up any important data before performing a factory reset.)

When you can't recall your unlock Pattern, PIN or Password:

1. Turn the power off.
2. Press and hold the following keys for over 10 seconds: Down Volume Key + + .
3. You will enter the Android system recovery mode
4. Press the down Volume Key to scroll to **wipe data/factory reset** and press to select it.
5. Press the down Volume Key to scroll to **Yes -- delete all user data** and press to select it.
6. After the data wipe is complete, press the down Volume Key to scroll to **reboot system now** and press to select it.

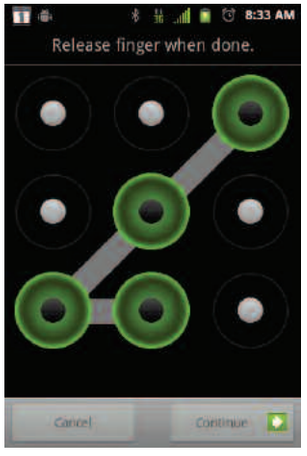
Your Device's Unlock Pattern, Pin, or Password Feature

You can increase your device's security by creating a screen unlock pattern (disabled by default), by creating a PIN, or by choosing a Password. When these features are enabled, you must draw the correct unlock Pattern, enter the PIN, or enter the Password on the screen to unlock and regain access to the device.

Your Device's Lock Feature

1. Press > > **Settings** > **Location & security**.
2. Tap **Set up screen lock**.
3. Select **Pattern**, **PIN**, or **Password**.

- **Pattern**: The first time you set unlock pattern, you will see a tutorial with instructions on how to create it. Read the tutorial and tap **Next** (twice). Draw your pattern and tap **Continue**. Then redraw your pattern and tap **Confirm**. (Connect at least four dots.)



- **PIN**: Enter a PIN (at least of four digits) and tap **Continue**. Then re-enter your PIN and tap **OK**.
- **Password**: Enter a Password (at least of four characters) and tap **Continue**. Then re-enter your Password and tap **OK**.

From then on, any time you wish to turn the phone on or unlock the screen, you must draw your unlock pattern or enter the PIN or Password to unlock the screen.

Changing the Lock Code

1. Press > > **Settings** > **Location & security** > **Change screen lock**.
2. Confirm the saved Pattern, or your PIN or Password.
3. Select **Pattern**, **PIN**, or **Password**.

To disable your device's lock feature:

1. Press > > **Settings** > **Location & security** > **Change screen lock**.
2. Enter the PIN, Password, or Pattern.
3. Tap **None**.

Calling in Lock Mode

Even if the screen is locked, you will still be able to place emergency calls.

- To call an emergency number, tap the **Emergency call** button, enter the phone number and tap .

Silence Your Device from the Lock Screen

If you are in a place where your device's sounds may disturb others, you can quickly silence your device from the lock screen.

- Drag to the left. To turn the phone sounds back on, drag to the left.

Credential Storage Settings

You use credential storage to establish some kinds of VPN and Wi-Fi connections.

To allow applications to access your device's encrypted store of secure certificates and related passwords and other credentials:

1. Press > > **Settings** > **Location & security**.
2. Tap **Use secure credentials**. (A green checkmark will appear.)

To install a secure certificate from a microSD card:

1. Press > >**Settings** > **Location & security** > **Install from SD card**.
2. Tap the file name of the certificate to install. Only the names of certificates that you have not already installed on your device are displayed.
3. If prompted, enter the certificate's password and tap **OK**.
4. Enter a name for the certificate and tap **OK**. You can now use the certificate that you installed when connecting to a secure network. For security purposes, the certificate will be deleted from the microSD card.
   - If you have not already set a password for your device's credential storage, you will be prompted to enter a password for it, twice, then tap **OK**.

To set or change the password for your secure credential storage:

1. Press > > **Settings** > **Location & security** > **Set password**.
2. Enter the current password, a new password, and confirm the new password. (Please note that your password must have at least 8 characters.)

To delete all secure certificates and related credentials and reset its password:

1. Press > **Settings** > **Location & security** > **Clear storage**.

2. Tap **OK** in the confirmation dialog box.

Accounts Settings

The Accounts settings menu lets you add and manage all your email, social networking, and picture and video sharing accounts.

Accounts

You can add multiple Google™ Accounts and Exchange accounts. You may also be able to add other kinds of accounts, depending on the applications downloaded and installed on your device.

When you add an account, the Contacts application compares any new contacts with your existing contacts and will join contact entries if matches are found. This does not join the contact entries on the accounts themselves; they are only displayed as a single contact on your device.

(See Configuring Account Sync and Display Options on page 77 to learn how to separate contact information that was joined incorrectly.)

To add an account:

Note

To add some accounts, you must contact a network administrator for account setup information. For example, you may need to know the account's domain or server address.

1. Press > > **Settings** > **Accounts & sync.** The Accounts & sync settings screen displays your current sync settings and accounts. (For more information, see Configuring Account Sync and Display Options on page 77).

2. Tap **Add account.**

3. Tap the type of account you want to add.

4. Follow the on-screen steps to enter the required (and optional) account information.

Note

Many accounts require only a user name and password, but some accounts will require more information.

5. Configure the account.

Depending on the kind of account, you may be asked to configure the types of data you want to sync to the device, name of the account, and other details. When you're finished, the account will be added to the list in the Accounts & sync settings screen.

Removing an Account

You can remove an account to delete all information associated with it from your device, including email, contacts, settings, etc.

Some accounts cannot be removed, such the first Google Account you set up on the device. That account can only be removed by resetting your device entirely.

To remove an account:

1. Press > > **Settings** > **Accounts & sync**.

2. Tap the account you want to delete.

3. Tap **Remove account**.

4. Tap **Remove account** again to confirm that you want to remove the account.

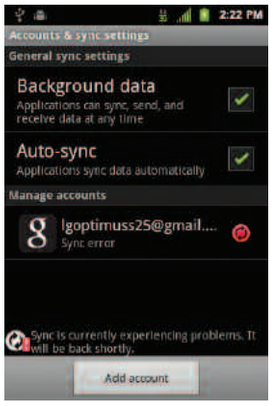
Configuring Account Sync and Display Options

You can configure background data and synchronization options for the applications on your device. You can also configure synchronization options for each individual account. Some applications, such as Gmail™ and Calendar, have their own synchronization settings. Some applications, such as Contacts and Gmail, can sync data for multiple accounts. Others, such as Calendar, sync data only from the first Google Account you set up with your device, or from an account associated specifically with that application.

For some accounts, syncing is two-directional; changes that you make to the information on your device are synchronized with the accounts on the Web or computer. Your Google Account synchronizes in a two-directional manner. Other accounts support only one-way sync; the information changed on your phone is only changed on your phone.

To configure general sync settings:

1. Press > **Settings** > **Accounts & sync.**



- Indicates that some, or all, of an account's information is configured to sync automatically with your device.
- Indicates that none of an account's information is configured to sync automatically with your device.

2. Tap **Background data** to enable or disable whether applications can use your data connection to synchronize data while the applications run in the background.

If you disable this option, the Gmail and Calendar applications will not automatically receive updates until they are manually refreshed (using their respective options menu).

3. Tap **Auto-sync** to enable or disable whether changes you make to information on the device or on the web are automatically synced with each other.
   - For example, when this option is enabled, changes that you make in the Contacts application on your device are automatically made to your web-based Google Contacts™.
   - If you uncheck this option, you may be able to use an application's tools to sync data manually. (See To sync information manually on page 78).

To sync information manually:

1. Press > > **Settings** > **Accounts & sync**.
2. Tap the account whose data you want to sync.
3. Press > **Sync now**.

To change an account's sync settings:

1. Press > > **Settings** > **Accounts & sync**.
2. Tap the account whose data you want to change.
   - The Data and synchronization screen will open, displaying a list of the types of data the account can sync.
3. Tap the items you want to sync. (A green checkmark indicates that synchronization has been enabled.)
   - By disabling synchronization for an item, it will not remove the previously synchronized data from your device, it will simply stop future synching. To remove the information previously synced for the account, you must remove the account.

The Contacts application lets you store and manage contacts from a variety of sources, including contacts you enter and save directly in your device as well as contacts synchronized with your Google account, your PC, compatible email programs (including Exchange Server), and your Facebook friends.

Use the Contacts application to add, view, and communicate with your family, friends and acquaintances.

To open your Contacts application:

- Press > > **Contacts**.

All of your contacts are displayed alphabetically in a list. If you have a new phone and haven't added any contacts yet, the Contacts application will display hints on how to start adding contacts to your phone.

Creating a New Contacts Entry

You can add contacts on your phone and synchronize them with the contacts in your Google™ Account, Microsoft Exchange account, or other accounts that support syncing contacts.

The Contacts application tries to join new addresses with existing contacts, to create a single entry. You can also manage that process manually.

1. Press > > **Contacts**.
2. Press > **New contact**.
3. Tap a destination type (**Phone, Google, or Corporate**), if applicable.
4. Tap the Picture Frame icon to select a picture to display next to the name in your list of contacts and in the Caller ID.
5. Tap the **First name** and **Last name** fields, and enter a name for the new entry.
6. Tap the label button (to the left of the Phone number field) to select one of the following categories: **Mobile, Home, Work, Work Fax, Home Fax, Pager, Other,** or **Custom**.

7. Tap a phone number field and enter a phone number. Tap **Email, postal address, Organization,** or **More** to input additional contact information.

8. When you're finished, tap **Done**.

Adding a Contact to Your Favorites

Favorites contains a short list of the contacts you communicate with most often.

To add a contact to your favorites:

1. Press > > **Contacts**.

2. Tap a contact entry to view its details.

3. Tap the star to the right of the contact's name. (A gold star appears.)

To remove a contact from your favorites list:

1. Press > > **Favorites**.

2. Tap a contact entry to view its details.

3. Tap the gold star to the right of the contact's name. The star will turn gray, meaning it has been removed from your Favorites.

Editing a Contacts Entry

You can change or add details saved in your contact entries, such as setting specific ringtones to specific contacts or setting calls from specific contacts to divert to your voicemail. Some contact entries contain information from multiple sources: information that you added manually, information joined from multiple accounts to consolidate duplicates, etc.

If you find duplicate entries in Contacts, you can join them into a single entry. If you find that unrelated contacts were joined in error, you can separate them.

Changes made to information from one source do not automatically change the information on the other sources. For example, if you have information about a contact from a Google Account and an Exchange account and both are configured to sync contacts, changes to the contact from the Google Account are synced to that account on the Web, but the information from the Exchange account will remain unchanged.

For more information about working with multiple accounts, see Accounts on page 75.

To edit contact details:

1. Press > > **Contacts**.

2. Touch and hold the contact whose details you want to edit.

3. Tap **Edit contact**.

4. Edit the desired contact information.

5. Tap **Done**.

To change a contact's default phone number:

The default phone number is used when you initiate a call or send a text message using the context menu (by touching and holding a contact).

1. Press > > **Contacts**.

2. Tap the name of a contact to view its details.

3. Touch and hold the phone number you want to set as the contact's default phone number.

4. Tap **Make default number**. (A checkmark will appear next to the default phone number.)

To divert calls from a contact to your voicemail:

1. Press > > **Contacts**.

2. Tap the name of a contact to view its details.

3. Press > **Options**.

4. Tap **Incoming Calls**. (A green checkmark will appear.)

5. Press .

When this contact calls you, your phone will not ring and the caller will be forwarded directly to your voicemail.

To set a ringtone for a contact:

1. Press > > **Contacts**.

2. Tap the name of a contact to view its details.

3. Press > **Options**.

4. Tap **Ringtone** and tap a ringtone to select it.

5. Tap **OK**.

To delete a contact:

1. Press > > **Contacts**.

2. Tap the name of a contact.

3. Press > **Delete contact**.

- If the contact contains information from a read-only account, you will not be able to delete it; you will only be able to change the sync settings for that account or delete the account itself.
- If the contact contains information joined from a read-only account, a dialog box will inform you that you must separate the contact entry into individual contacts to delete the contact.

4. Tap **OK** to confirm that you want to delete the contact.

Adding a Number to a Contacts Entry

1. Press > > **Contacts**.
2. Touch and hold the contact's entry.
3. Tap **Edit contact** in the menu that opens.
4. Tap the Phone category's plus button.
5. Tap the label button to the left of the phone number field and select the relevant label.
   - To create your own label, tap **Custom**.
6. Enter a phone number and tap **Done**.

Editing a Contacts Entry's Numbers

1. Press > > **Contacts**.
2. Touch and hold a contact's entry.
3. Tap **Edit contact**.
4. Tap a phone number to edit.
5. Re-enter or edit the number and tap **Done**.

Assigning Direct Dialing Numbers

Speed dialing, as available in other feature phones, is not available. However, you are able to directly save a contact to your Home screen.

To set a contact as Direct dial:

1. Press > > **Add** > **Shortcuts** > **Direct dial**.

2. Tap a contact from your Contact List. The contact will be shown on the Home screen.

Note

If there is no available space on a particular Home screen pane, Add will not be available; you must delete or remove an item before you can add another item. In this case, you have the option of switching to another Home screen pane.

Direct Dial

Simply tap the contact on the Home screen.

Selecting a Ringtone for an Entry

Assign a ringtone to a Contacts entry so you can identify the caller by the ringtone. (See Ringer Types on page 62).

1. Press > > **Contacts**.

2. Tap the name of a contact to view its details.

3. Press > **Options**.

4. Tap **Ringtone** and tap a ringtone to select it.

5. Tap **OK**.

Assigning a Picture to an Entry

Assign a picture to display each time a certain contact calls you.

1. Press > > **Contacts**.
2. Touch and hold the contact's entry.
3. Tap **Edit contact**.
4. Tap the Picture Frame icon.
5. Tap **Take photo** to take a new picture. The camera will launch.

   – or –

   Tap **Select photo from Gallery** to select a picture from the Gallery.
6. After cropping the picture as you want, (see Gallery Options on page 155) tap **Save**.

Finding Contacts Entries

Finding Contacts by Name

1. Press > > **Contacts**.
2. Press .
3. Start entering the name of the contact you're searching for. As you type, contacts with matching names will appear below the search box.
4. Tap a matching contact in the list to open its entry.

Selecting which Contacts are Displayed

You can hide contacts that don't have phone numbers. You can also configure which groups of contacts you want to display in the Contacts List.

To set whether contacts without phone numbers are displayed:

Shortcut

From the Home screen, press to display the Search feature.

1. Press > > **Contacts**.
2. Press > **Display options**.
3. Tap **Only contacts with phones**. (A green checkmark will appear.)
4. Tap **Done**.

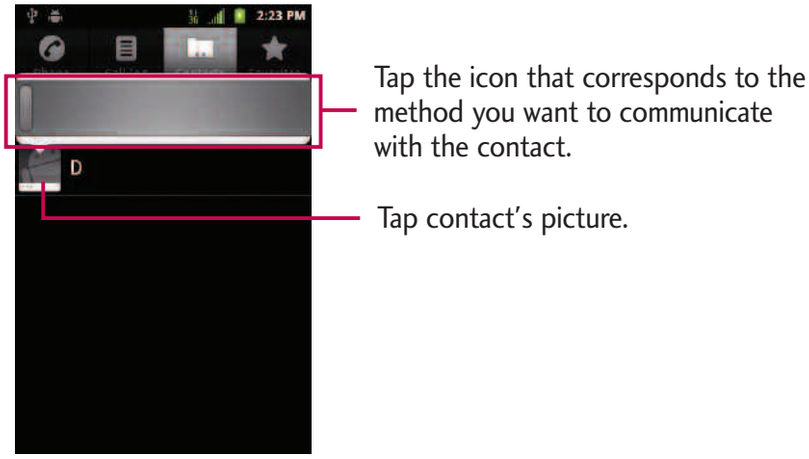
Communicating with Your Contacts

From the Contacts or Favorites tab, you can quickly call or send a text (SMS) or multimedia message (MMS) to a contact's default phone number. You can also open a menu to access different methods of communicating with that contact.

The Contacts application shares your contacts with many other applications, such as Gmail™ (see Gmail on page 105) and messaging (see Accessing Text Messages on page 98).

To connect by using Quick Contact for Android™:

1. Tap a contact's picture to open Quick Contact for Android.



2. Tap the icon corresponding to the type of communication you want to start.

Depending on the contact information saved, the available actions will be displayed above the name.

To communicate with a contact:

1. Press > > **Contacts**.
2. Tap the contact's entry.
3. In the contact's details screen, tap the method you wish to communicate with the contact.
   - Tap next to the number you want to call to directly.
   - Tap next to the number you want to message.
   - Tap next to the email address you want to email.

Note

Anytime you see the green dial button next to a number, such as in your Favorites or Call log, just tap it to call that number.

To call a contact's default number:

1. Press > > **Contacts**.
2. Touch and hold the contact's entry.
3. Tap **Call contact**.

   (For more information about placing phone calls, see Making Calls on page 45.)

To send a text or multimedia message to a contact's default number:

1. Press > > **Contacts**.
2. Touch and hold the contact's entry.
3. Tap **Text contact.**

For more information about sending text and multimedia messages, see Text Messaging and MMS on page 97.

Importing, Exporting, and Sharing Contacts

If you have contacts stored in vCard format on a microSD card you can import them into your Contacts application on your device. You can also export contacts in vCard format onto a microSD card. Export your contacts to back them up to a computer or another device.

Importing contacts from your microSD card

Note

See Connecting Your Device to Your Computer on page 182 for details about copying files to a microSD card from your computer.

1. Insert the microSD card (that contains the vCard files) into your device.
2. Press > > **Contacts**.

3. Press > **Import/Export** > **Import from SD card**.
4. If you have more than one account on your phone, tap the account into which you want to import the contacts.
5. Tap the importing option and then tap **OK**.

Exporting contacts to your microSD card

You can export all of the contacts on your phone to your microSD card, as vCard files. You can then copy this file to a computer or another device that is compatible with this format, such as an address book application. (See Connecting Your Device to Your Computer on page 182).

1. Press > > **Contacts**.
2. Press > **Import/Export**.
3. Tap **Export to SD card**.
4. Tap **OK** to confirm your selection and to begin exporting your Contact List to the microSD card.

Sharing a contact

You can share a contact with someone by sending it to the person as a vCard file.

1. Press > > **Contacts**.
2. Open the contact you want to share.
3. Press > **Share**.
4. Choose the method for sending.

Email

Your device's Email application lets you access and manage multiple email accounts simultaneously in one convenient location.

Although there is a separate Gmail application, the main email application can manage both Internet based email services (Gmail™ and Yahoo!™) and Corporate Work Email (Outlook®). The device can also be manually configured to connect to other email systems.

Accounts and Messaging

Note

If you multiple email accounts, you must configure each account with its own settings.

If you want to send and receive email messages through an ISP (Internet Service Provider) account (such as Outlook), you will first need to set up an IMAP or POP account.

- Internet Message Access Protocol(IMAP) – This mail retrieval protocol is frequently used in large networks and commercial and institutional settings. IMAP4 is the current standard.
- Post Office Protocol(POP) - This protocol is supported by most ISPs and is currently more common among consumer applications. POP3 is the current standard.

Note

For more information, review your email carrier's support documents or contact your IT administrator.

Email Icons/Shortcuts

- Email shortcut

- Gmail shortcut

Status Bar - Notifications

- New Email message received

- New Gmail message received

Corporate Email (Outlook)

The main Email application also provides access to your Outlook Exchange server via your device. If your company uses Microsoft Exchange Server 2003, 2007 and 2010 as the corporate email system, you can use this email application to wirelessly synchronize your email, Contacts and directly with your company's Exchange server.

Important: This Outlook application does not utilize Microsoft® ActiveSync to synchronize the device to your remote Exchange Server. This synchronization is done wirelessly over the air(OTA) and not via a direct connection.

Setting Up a Corporate Email

1. Press > > **Email**.
2. Press > **Accounts**.
3. Press > **Add account**.
4. Enter your **Email address** and **Password** information, then tap **Next**. Consult your Network Administrator for further details.
   - **Email address**: Your Outlook work email address.
   - **Password**: Typically your network access password (case-sensitive).
5. Tap **Exchange** (from the add new email account screen).
6. Enter a Domain\Username, Password, and Server information and tap Next.
   - **Domain\Username**: Enter your network domain\login username.
   - **Password**: Typically your network access password (Case-sensitive).

- **Server**: Your exchange server remote email address. Typically starts with mail.XXX.com. Obtain this information from your company network administrator.
- If your network requires SSL encryption, tap the **Use secure connection (SSL)** box to place a checkmark and activate this additional level of security.
- If your exchange server requires this feature, leaving this field unchecked can prevent connection.

Note

Signal interruptions or incorrect username or password information can cause completion issues.

7. Read the on-screen activation disclaimer and, if prompted, tap **Next**.
8. Configure your **Inbox checking frequency, Period to synchronize** (days to synchronize between your device and server), and activate any other email settings, then tap **Next**.
9. Identify your new account with a unique name and provide the outgoing name, then tap **Done**.

Important: You can synchronize over the air (not directly) with an Exchange Server running Microsoft Exchange Server 2003 Service Pack 2 (SP2) or Microsoft Exchange Server 2010.

Note

You can have multiple Work Email (Microsoft Exchange) accounts active on your device.

Opening Corporate Email

1. Press > > **Email**.
2. Tap a message to read, manage, or reply to.
   - From your Inbox screen, press to select options, such as **Refresh, Compose, Folders, Accounts,** or **Account settings**.

- While in a message, press to select messaging options, such as **Delete, Forward, Reply, Reply all,** or **Mark as unread**.

Create and Send Email

1. From the Inbox, press > **Compose**.
2. Enter the recipient's email address in the To field.
   - If you are sending the email to several recipients, separate the email addresses with a comma.
   - You can add as many message recipients as you want.
3. Tap the **Subject** field and enter the email subject.
4. Tap the **Body field** and compose your email.
   - To add a picture attachment, press > **Add attachment**.

Note

To send an additional carbon copy (Cc) or a blind carbon copy (Bcc) of the current email to other recipients, press > **Add Cc/Bcc**.

   - You can access **Gallery** and navigate to the file you wish to attach.
   - Tap the file you wish to attach.
5. Tap **Send** to send the email.

To reply to an email message:

1. From the Inbox, tap an email message to view it.
2. With the email message displayed, tap either **Reply** or **Reply all**.

   – or –

   With the email message displayed, press and tap either **Reply** or **Reply all**.

   - If you select **Forward**, you must specify the message's recipients.
3. Enter a new message body and tap **Send**.

To delete an email message:

Touch and hold an email (from your Inbox list) and tap Delete from the pop-up context menu.

– or –

With the email message displayed, tap **Delete**.

Configuring Corporate Email Settings

Account Settings: Allow you to configure various settings for your account.

1. Press > > **Settings** > **Accounts & sync**.
2. Tap the Corporate account to reveal the account's synchronization settings screen.
3. Place a checkmark next to each option if you want the device to automatically synchronize. If you want to manually synchronize, press > **Sync now**.

To configure Corporate Email settings:

1. Press > > **Settings** > **Accounts & sync**.

2. Tap the Corporate account field to reveal the account's synchronization settings screen.

3. Tap **Account settings.**

- **Account name**: Displays the name used by the device to track the account.
- **Your name**: Displays the name that recipients view when receiving email from you.
- **Signature**: To add a signature or other information to outgoing email.
- **Period to synchronize email**: Configures how many days worth of emails the device and server should synchronize. Choose from **One day,Three days, One week, Two weeks, or All.**
- **Period to synchronize calendar** : Configures how many days worth of calendar the device and server should synchronize. Choose from **Two weeks**, **One month**, **Three month**, **Six month**, or **All**
- **Email check frequency**: Configures the frequency which the device queries the remote server for new email changes. Choose from **Automatic (Push), Never, Every 15 minutes, Every 30 minutes, Every hour, Every 2 hour, or Every 4 hour.**
- **Inbox Sort by** : Set the sort order of Inbox. Choose from Date, Subject, Sender, or Size.
- **Default account**: Assigns this account as the default account used when sending out new emails.
- **Ask before deleting:** When mail is going to delete the first asks whether to delete.
- **Email notifications**: Allows the phone to notify you when you receive new emails.
- **Select ringtone**: Allows you to assign a ringtone to notify you of new email.
- **Vibrate**: Allows you to set the phone to vibrate when new email is received.
- **Incoming settings**: Allows you to view and modify your incoming server settings.
- **Sync contacts:** Synchronizes the contacts between your device and the remote exchange server. A checkmark indicates the feature is enabled.

- **Sync calendar**: Synchronizes your exchange calendar entries between your device and the remote exchange server. A check mark indicates the feature is enabled.
- **Out Of Office**: Allows you to configure your Out Of Office settings.

4. Press to return to the previous screen.

For more detailed Corporate email information, see Corporate Email (Outlook) on page 91. For more information on Corporate Calendar synchronizing, see Synchronizing Your Corporate Account on page 121.

To create a Corporate Email Signature:

This signature can differ from any current Email signature on your local Outlook client. This signature is applied to any outgoing emails originating on your device.

1. Press > > **Settings** > **Accounts & sync**.
2. Tap the Corporate account to reveal the account's synchronization settings screen.
3. Tap **Account settings.**
4. Tap **Signature**.
5. Delete the current default text and enter your new email signature.
6. Tap **OK** to store the new signature.

Configuring Data Synchronization Settings

This feature allows you to determine which current applications are synchronized with the external server and at what intervals.

1. Press > > **Settings** > **Accounts & sync**. These settings can affect data minute usage, please refer to your current data plan for more details.

2. Tap any of the following options:

- **Background data**: Allows data synchronization to occur as a background function and does not affect any current use of the device.
- **Auto-sync**: Requires the device to maintain synchronized with the remote server providing data to your selected applications.

3. Press to store your changes and return to the Home screen.

Text Messaging and MMS

With text messaging (SMS), you can send and receive instant text messages between your wireless phone and another messaging-ready phone. When you receive a new message, you will be notified by your device.

Messaging is available via the Messaging application in your Applications screen. The icon appears in Status Bar when a new text message is received.

Note

See your service plan for applicable charges for text messaging and and SMS voicemail.

Composing Text Messages

1. Press > > **Messaging** > **New message**.

2. Tap the To field and enter the recipient's phone number or email information using the on-screen keyboard.

- **Contacts** As you enter either a phone number or email address, if the information matches a current contact's entry information, you will see a match. When you see a match, tap the associated name to complete the addressing.

- **Mobile** Tap to use the keypad to enter a wireless phone number directly.
- **Email** You can also enter the recipient's email address.

3. Tap a matching entry from the on-screen dropdown list. This list is populated by matches found from your managed accounts.
4. Tap the text field and enter your message.
5. Insert an Emoticon or a Smiley.
   - To enter an emoticon, touch and hold on the on-screen keyboard.
   - To enter a smiley from the menu options, press > **Insert smiley**. Make a selection from the list to insert it into your current message.
   - Touch and hold to choose an emoticon.
6. Review your message and tap **Send**.

Accessing Text Messages

To read a text message:

When you receive a text message, your phone will notify you. You can access the message by:

- Opening the Notifications Panel and tapping the text message notification.
- Press > > **Messaging** and selecting the new message.

To reply to a text message:

1. While viewing a message, tap the **text field**.

2. Compose your reply or use the preset messages or icons.

   - To enter a message, use your on-screen keyboard. (See Entering Text on page 36).

3. Insert an emoticon or a Smiley.

   - To enter an emoticon, touch and hold

 on the on-screen keyboard.
   - To enter a smiley from the menu options, press > **Insert smiley**. Make a selection from the list to insert it into the message.
   - Touch and hold

 to choose an emoticon.

4. You may select additional messaging options by pressing .

   - Options include: **Call, View contact, Add subject, Attach, Insert Smiley, Preset Message, Set priority, Insert smiley, or More [Delete thread, Preset Message, All threads, Add to Contacts]**.

5. Review your reply and tap **Send**.

Multimedia Messaging (MMS)

With multimedia messaging (MMS), you can send and receive instant multimedia messages that contain text, pictures, audio, recorded voice, or a picture slideshow. Messaging is available via the Messaging application in your Applications screen.

Note

See your service plan for applicable charges for multimedia messaging and MMS voice messaging.

Composing MMS Messages

1. Press > > **Messaging** > **New message**.
2. Tap the To field and enter the recipient's phone number or email information. As you enter the phone number or email address, matching contacts appear on-screen. Tap an available matching recipient or continue entering the phone number or email address.
3. Tap the text field and enter your message.
4. Press > **Attach**.
5. Select a multimedia attachment type:

- **Pictures**: Opens the Gallery application. Use the on-screen navigation to select the picture you wish to send with the outgoing message.
- **Capture picture**: Opens the Camera application. Take a picture, and then tap OK to use this image in your message. (See Taking Pictures on page 153).
- **Videos**: Opens the Gallery application. Use the on-screen navigation to select a video and attach it to your outgoing message.
- **Capture video**: Opens the Camcorder application. Record a video, then tap OK to use this video in your message. (See Recording Videos on page 157).
- **Audio**: Opens a menu that allows you to choose between **Select music track** and **Sound Recorder**. Use the on-screen navigation with the **Select music track** option to select an audio file and tap OK or record a new audio file using the **Sound Recorder** option.
- **Record audio**: Opens the message recorder.
  - **Record Duration**: Displays the length of the recorded voice message.

- **Record**: Starts recording your message.
- **Play**: Plays back the current recording.
- **Stop**: Stops the recording. Once stopped, tap either **Use this recording** (attach it to your message) or **Discard** (delete the current recording and re-record).

- **Slideshow**: Opens the Edit slideshow menu.
  - Tap **Add slide** to create a new slide.
  - Tap the created slide (example, Slide 1), tap **Add picture**, and then select the picture you want to add to the slide.
  - Tap the text field below the image to enter a caption for the picture.
  - When finished, tap **Done** to attach the slideshow to your message.
- **Contact (vCard)**: Opens your Contacts list and allow you to select a picture of a Contact to send.

Note

To remove or replace a picture or an audio attachment, on the Compose screen, tap the **Remove** or **Replace** button next to the attachment.

6. When you are finished creating your new MMS message, tap **Send MMS**.

To view and play a multimedia message:

1. Press > > **Messaging**.
2. From the message list, tap a multimedia message to open its contents.
3. While viewing a message, tap the play icon (on the video file) to playback the file or tap the image to view the picture.

Tip

The file attachment on the MMS message can be saved to the microSD card. To save the attachment, touch and hold the file and tap **Save attachment** from the Message options context menu.

To reply to a multimedia message:

1. Press > > **Messaging**.
2. From the message list, tap a multimedia message to open its contents.
3. While viewing a message, tap the text field and type your reply message.
4. Once completed, tap **Send**.

Note

When replying to an SMS message with an MMS message, first open the text message, press and tap Attach. The original text message is then automatically converted into a multimedia message.

Deleting a Message or Message Thread

1. Press > > **Messaging**.
2. From the message list, touch a message and press .

   – or –

   Touch and hold the message thread to display the context menu.
3. Tap **Delete thread** and once prompted, tap **OK** to complete the process.

Adjusting Message Settings

1. Press > > **Messaging**.
2. From within the Messaging screen, press and tap **Settings**.
3. Adjust the following settings according to your needs:

- **Delete old messages** Enable this option to delete older text messages when the limit for maximum number of text messages is exceeded.
- **Text message limit** Sets the maximum number of text messages that can be stored on the device (per conversation).
- **Multimedia message limit** Sets the maximum number of multimedia messages that can be stored on the device (per conversation).
- **Signature** Tap this to automatically add signature (green checkmark dsiplays).
- **Callback Number** Check this to automatically add callback number (green checkmark displays).
- **Set priority** Set the priority level for SMS. Choose from Normal or Urgent.
- **Message Reassembly** Enable this option (green checkmark displays) so that multi-segment messages can be reassembled and shown as a single message. Each segment will still count toward your usage.
- **Preset Message** Select a present message, such as "Call me" or "Where are you?"
- **Auto-retrieve** Enable this option to automatically retrieve the entire content of your MMS message. When checked, the MMS message header, message body, and any attachments will automatically download to your device.
  - If you disable this option, only the MMS message header will be retrieved and displayed.

- **Set priority** Set the priority level for MMS. Choose from Low, Normal, or High.
- **Notifications** Enable this option if you wish to receive a notification in the Status Bar when a new text or multimedia message arrives.
- **Select ringtone** Allows you to select a ringer to sound when a new message is received. Tap this option, and then select a ring tone that is specific to new text and multimedia messages. A sample will briefly be played upon selection.
- **Vibrate** Enable this option if you want the device to vibrate when a new text or multimedia message is received.

Text Messaging and MMS

Your device's advanced messaging capabilities let you send and receive many different kinds of text messages.

Messaging settings allow you to decide how you would like to be notified of new messages, create a signature with each sent message, and create your own preset messages.

Viewing Notifications of Received Messages

When you receive a message, your device notifies you by displaying an icon within the notification area of the Status Bar at the top left of your Home screen.

- indicates a new text or MMS messages were received.

1. Press > > **Notifications**.

   – or –

   Touch and drag the Status Bar to the bottom of the screen.

2. Tap a message entry to open the Messaging application.

Deleting Old Text Messages

Delete messages or message threads you have read whenever you like, or have your device delete them automatically for you. A thread is a series of text conversations between two people. Deleting a thread will delete the sent and received messages in the conversation.

To delete a specific message thread:

1. Press > > **Messaging**.

2. Tap a thread to view the contents of that thread.

3. Press > **More** > **Delete thread**.

To delete all stored messages:

1. Press > > **Messaging**.

2. Press > **Delete threads** > **Delete**.

Gmail

This email client is Google's web-based email service. (See Synchronizing Your Google Account on page 120).

From a computer, launch your preferred Web browser and navigate to www.gmail.com. Depending on your synchronization settings, Gmail (along with calendar events, phone numbers and other contact information) on your device is automatically synchronized between your device and your Gmail account on the Web.

Note

You must have a valid and active Google account prior to using this email client.

- **Gmail is web-based**: Your messages are stored online, on Google™ servers, but you can read, write, and organize messages by using the Gmail application on your device or a web browser on a computer. Because your mail is stored on Google servers, you can search your entire message history, backed by the speed and power of Google search. Any actions taken in the Gmail phone application are reflected on the web browser. For example, if you read a message in Gmail on your device, it will be marked as read in a Web browser. And a message that you send using a browser, or even a draft of a message, is visible in Gmail on the device.
- **Gmail is conversation-based**: Every related message is grouped in your Inbox as a single conversation tread. In other email applications, replies to messages are sent as individual messages, making it difficult to keep track of related messages. Gmail makes it easy to follow conversations with its conversation threads.
- **Gmail is organized by labels, not by folders**: By tagging messages with labels, you can organize your conversations in many different ways. Whereas in other email applications, each message can only be stored in one folder. For example, with Gmail you can label a conversation with your mother about your brother's birthday present with both "Mom" and "Dave." Later, you can look for the all messages containing either label. Using folders, you'd have to store the message in the "Mom" folder or the "Dave" folder, not both.
- **Gmail for the phone is optimized for mobile**: Some features are only accessible on your computer browser. The best place to organize and learn about Gmail is the Web. For example, you can't use the Gmail application on the device to create the labels and filters that you use to organize your messages, but you can label a message. Gmail on the Web offers complete information about the service, so it's the best place to learn about all of the features of Gmail.
- **Gmail is for Gmail**: Of course you can use Gmail to send email to any email address, and anyone can send email to you at your Gmail address. But if you want to read messages from another email service provider (using your AOL, Yahoo!, or other email account), you must use the Email application. (See Email on page 89).

Setting Up other Email accounts via the Device

The Email application only reveals all currently added Email accounts. To view additional email accounts within the main Email screen, they must first be added.

1. Press > > **Email**.

2. Follow the on-screen instructions to setup an Email account.

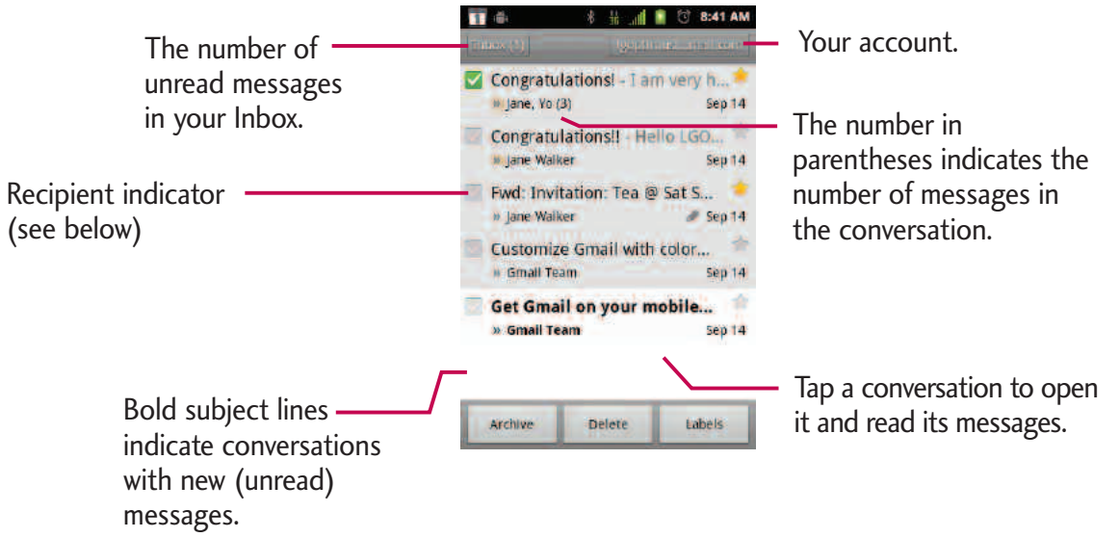
   - Tap **Manual setup** to configure your connection settings manually (POP3 or IMAP). Follow the on-screen prompts and enter the information specific to your carrier.

Opening Gmail and Your Inbox

When you open the Gmail application, the most recent conversations are displayed in your Inbox.

- Press > > **Gmail**.

All of your conversations are displayed in your Inbox unless you delete, archive, or filter them. Conversations with new messages are displayed with bold subject lines. To read a message in a conversation, tap the conversation. (See Reading Your Messages on page 108).



>>: Indicates that this message was sent directly to you.

> : Indicates that you were CC'd on this message.

(No indicator): Indicates that this message was sent to a group that includes you.

To open your Inbox when Gmail is running:

- When reading a message, press > **Go to inbox**.

  – or –

  When viewing a list of labeled conversations, press > **More** > **Go to inbox**.

To switch accounts:

Gmail displays conversations and messages from one Google Account at a time. If you have more than one account, you can open the Accounts screen to view how many unread messages you have in each account and switch accounts.

1. From your Inbox, press > **Accounts**.

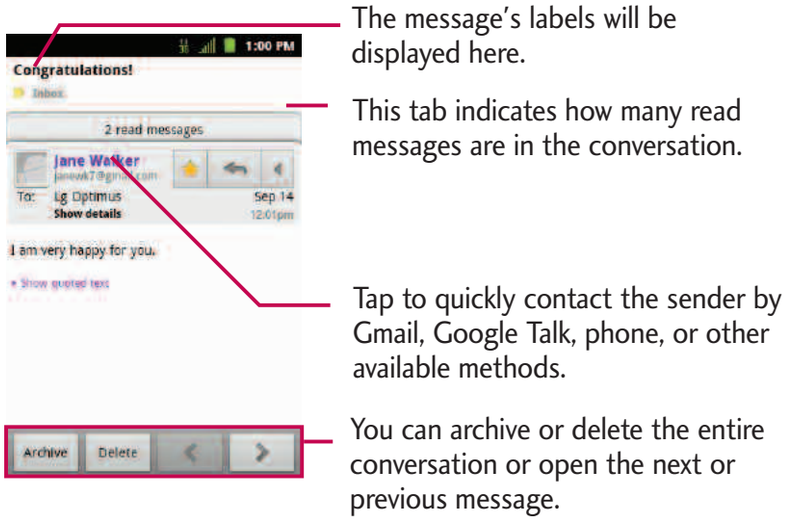
   – or –

   Tap your account name at the top right corner of the Inbox screen.
2. Tap the account that contains the email you want to read.

Reading Your Messages

- Tap a conversation that contains the message you want to read.

  When you open a conversation, the first unread or starred message is displayed.



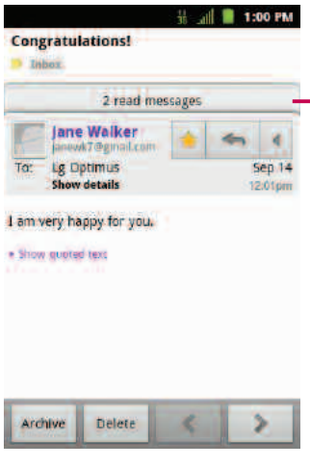
The Google Talk online status will appear next to the name of the sender of each message if the sender has a Google account. If you want to contact the sender, touch the Contact's picture ID to open Quick Contact. (See Communicating with Your Contacts on page 86) When reading messages in a conversation, you can use the buttons at the bottom of the screen to archive the entire conversation (see Archiving Conversations on page 116) or delete it. After you delete a conversation, you can touch Undo in the green bar that appears at the top of the Inbox screen to return the message to the Inbox. You can scroll to the bottom of a message to access buttons for replying to or forwarding the message, as described in Replying to or Forwarding a Message.

To reread a message:

When you open a conversation, messages that you've already read are minimized into a tab that indicates the number of hidden messages.

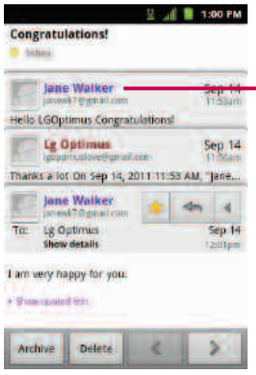
1. Press > > **Gmail**.

2. Tap the conversation you want to view, then touch the tab indicating minimized messages.

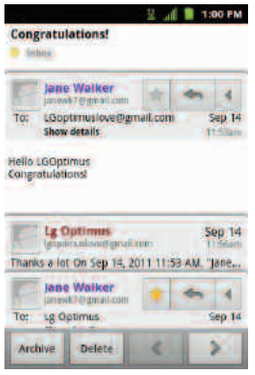


Tap the tab that indicates the number of read messages to view their summary tabs.

3. Tap the contact name to open that message.



Touch the contact name of a message to open and read it.



When reading a message or when its tab is selected, you can press > **Mark unread** to return a read message to the unread state. For example, to remind yourself to read it again later.

Composing and Sending a Message

You can compose and send a message to people or groups with Gmail addresses or other email addresses.

To compose and send a message:

1. Press > > **Gmail**.

2. Press > **Compose**.

3. Enter a recipient's address. As you enter text, matching addresses are displayed from your Contact list. You can tap a suggested address or continue entering text to enter a new one.
4. Press > **Add Cc/Bcc** to copy or send a blind carbon copy to recipients, if necessary.
5. Enter a subject for the message in the **Subject** field.
6. Continue into the next field to compose your email message.
7. Press > **Attach** to add an attachment to the email.
8. Tap to send the email.

   – or –

   If you're not ready to send the message, tap instead. You can read your drafts by opening messages with the Drafts label. (See Viewing Conversations by Label on page 114)

   – or –

   Press > **Discard** to erase the message (including any saved drafts).

Note

If you aren't connected to a network - for example, if you're working in Airplane mode - the messages that you send are stored on your device, with the Outbox label until you connect to a network again.

Replying to or Forwarding a Message

You can continue an email conversation by replying to a message or by forwarding it.

To reply to or forward a message:

1. Tap .

2. Tap **Reply**, **Reply all**, or **Forward**.

- Replying to or forwarding messages without changing the subject adds your reply to the current conversation. Changing the subject starts a new conversation.
- The message will open in a new screen where you can add or remove addresses, edit the subject, and add or remove text or attachments, as described in Composing and Sending a Message.
- You can add one or more people to an ongoing conversation by replying to all and then adding the new person's address(es) to the message.
- All of the messages in the conversation are included in the new message; any messages that follow the message you forward are omitted.

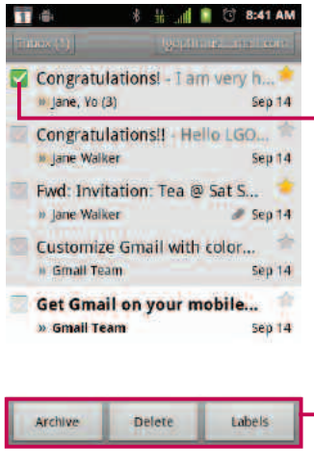
3. Tap to send the email.

Working with Conversations in Batches

With Gmail, you can archive, label, delete, or perform other actions on a batch of conversations at once.

1. From the Inbox or another label, tap the checkmark box to the left of each message for all the messages you want to include in the batch.

- When you checkmark a conversation, the Archive, Delete, and Labels buttons appear at the bottom of the screen.



Tap to include the message in the batch.

Tap to select an action for the batch or press for more options.

2. Tap **Archive**, **Delete**, or **Labels**. You can also press > **Add star, Report spam, Mute, Mark read/Mark unread,** Not important/Mark important, or More **(Deselect all, Help, About).**

- The chosen action affects the selected batch of messages. If you accidentally delete a batch of conversations, you can tap Undo in the green bar (that appears briefly after the action) at the top of the Inbox screen to return the messages to the Inbox or appropriate label. You can also use Undo after muting, archiving, and reporting spam. If you never work with batches of messages, you can hide the check boxes to leave more room for the subjects of conversations. (See Changing Gmail Settings on page 118)

Labeling a Conversation

As mentioned previously, conversations are organized by labels. Gmail has several default labels, but you can also add your own through Gmail on the Web.

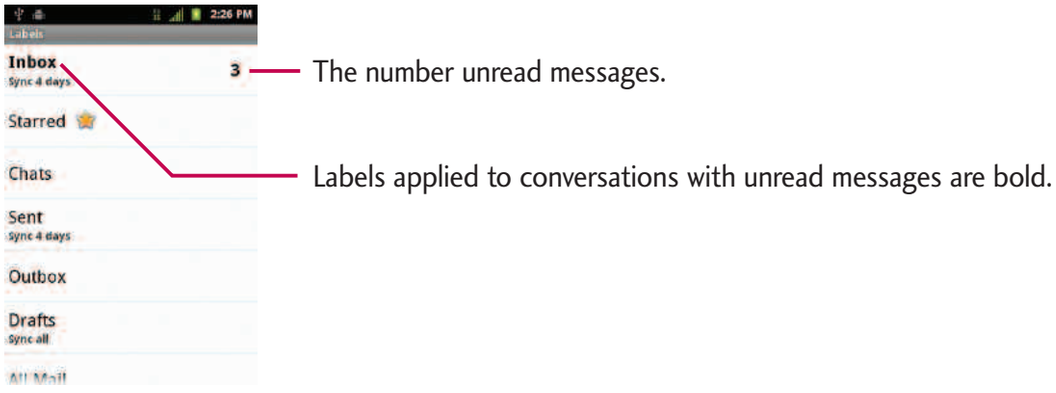
To label a conversation or change a conversation's labels:

1. When viewing a conversation press > **Change labels.**
2. In the dialog box that opens, check the labels you want to assign to the conversation and tap **OK**.

To label a batch of conversations at once:

You can assign or change the labels of one or more conversations at once.

1. From your Inbox or another label, checkmark the conversations to select a batch. (See Working with Conversations in Batches on page 112)



2. Tap **Labels** at the bottom of the screen.

3. In the dialog box that opens, check the labels you want to assign to the conversation.

4. Tap **OK**.

Starring a Message

You can star an important message or conversation to make it easy to locate again. To view just conversations with starred messages, see Viewing Conversations by Label on page 114 and view the Starred label.

To star a message:

- When reading a message, tap the star in its header.

  – or –

  When viewing the list of conversations, tap a conversation's star to start the newest message in the conversation.

To unstar a message:

- Tap its star again.

Viewing Conversations by Label

You can view a list of the conversations that have the same label, including conversations with starred messages. (See Labeling a Conversation on page 113 or Starring a Message on page 114 for information about assigning labels and stars.)

1. When viewing your Inbox or another label, press > **Go to labels.**

2. Tap a label to view a list of conversations with that label.

Note

The conversation list will resemble your Inbox. Most of the options available while using your Inbox will also be available while viewing these lists of labeled messages.

Reporting Spam

The Gmail webmail service is quite effective at preventing spam (junk mail) from reaching your Inbox. When you do receive spam you can help improve the Gmail service by reporting the conversation as spam.

To report a conversation as spam:

- When reading the email, press > **Report spam**.

  – or –

  From the Inbox, tap the checkmark to select the messages, then tap > Report spam.

When you report a conversation as spam, the conversation (and all its messages) are removed from your Inbox. You can view the messages you've marked as spam by switching to the Spam label. (See Viewing Conversations by Label on page 114.)

Searching for Messages

With the Gmail application, it is very easy to search and find specific emails. When you search for emails, all of the emails in your Google account on the web are included in your search (except those labeled Trash or Spam), not just those that you've synchronized onto your device. You can also use the advanced search options as described on the Gmail website.

1. From the Inbox, press > **Search**.

   – or –

From the Inbox, press .

2. Enter the word or words to search for, then tap the Search icon to the right of the text field. A list of results will appear, displaying all of the conversations with emails that contain the word(s) you searched for.

Archiving Conversations

You can archive conversations, to move them out of your Inbox without deleting them. Archived conversations are assigned the All Mail label, and also retain any other labels you've assigned to them. Archived conversations are also included in search results. If someone replies to a message that you've archived, its conversation will be restored to your Inbox.

To Archive a conversation:

- From your Inbox, touch and hold a conversation then tap **Archive** in the menu that opens.

  – or –

  Checkmark one or a batch of conversations in your Inbox, then tap the **Archive** button. (See Working with Conversations in Batches).

  – or –

  When reading a message, tap the **Archive** button at the bottom of the screen.

Archiving Conversations

The Gmail webmail service has the resources to store all the messages you've ever sent or received; your device does not. To save space, Gmail downloads only some of your messages to your device. Use the Settings application to control how and when applications synchronize their data. (See Synchronizing Accounts on page 119).

To select which conversations to synchronize:

1. Press > > **Gmail**.
2. Press > **More** > **Settings** > tap your account > **Sync inboxes and labels**.
   The Synchronization settings screen opens, displaying a list of your Gmail labels. Below each label is its current synchronization setting: **Sync all, Sync last 4 days**, or with no label. (Conversations with no label are not synchronized.)
3. Tap a conversation label whose synchronization settings you want to change. Choose from the following options:
   - **Sync none**: Don't download any conversations that only have this label.
   - **Sync last 4 days**: Download the previous 4 days (or number of days you set) of conversations.
   - **Sync all**: Download all conversations with this label.

To set how many days of conversations to synchronize:

1. Press > > **Gmail**.
2. Press > **More** > tap your account > **Sync inboxes and labels.**
3. Tap **Number of days to sync**.
4. Enter the Amount of mail, then tap **OK**.

Appending a Signature to Your Messages

You can add a signature to every email you send, such as your name, contact information, or any personal message.

1. Press > > **Gmail**.

2. Press > **More** > **Settings** > tap your account > **Signature**.

3. Enter a signature and tap Tap **OK**.

Changing Gmail Settings

You can change a number of settings for Gmail. Each Google account has its own settings, so your changes affect only the current account. (See To switch accounts on page 108).

Notification volumes and some synchronization settings can also be changed in the Settings application.

1. Press > > **Gmail**.

2. Press > **More** > **Settings**.

General settings:

- **Priority Inbox** If checkmarked, Priority Inbox will be set as your default inbox for current account.
- **Signature**: To add a signature or other information to outgoing email. (See Appending a Signature to Your Messages on page 117).
- **Confirm actions:** If checkmarked, this feature will display a dialog asking you to confirm whenever you want to archive, delete, or send a message.
- **Reply all** If checkmarked, 'Reply all' will be set as the default option for responding to messages.
- **Auto-advance**: Allows you to choose what screen to display after you delete or archive conversation.
- **Message text size**: Allows you choose the size of the text in a message for easier viewing.

- **Batch operations**: When checkmarked, this feature allows you to perform various operations on multiple conversations at once
- **Sync inboxes and labels:** Allows you to manage which conversations are synchronized and how often.

Notification settings:

- **Email notifications**: When checkmarked, the phone will notify you whenever you receive new email. (See Using the Notifications Panel on page 19).
- **Labels to notify** Allows you to set notification preferences for synced labels.

Synchronizing Accounts

Your device is able to synchronize data from a variety of different sources or sites. These accounts can range from Google, a Corporate Exchange Server, and other social sites, including Facebook, Twitter, and MySpace.

Corporate and Google accounts are also able to synchronize Calendar events and Contacts.

To enable the auto-sync feature:

1. Press > > **Settings** > **Accounts & sync.**
2. Tap **Auto-sync**. A checkmark indicates the feature is enabled.
   - Tap an account you've already set up to choose the type of data you want to synchronize. For example, you can choose to sync your Google Calendar and/or Gmail data.

Synchronizing Your Google Account

By default, there are no accounts managed by the device. These must be added manually.

To add an account (using a Google account type as an example):

1. Press > > **Settings** > **Accounts & sync**.
2. Tap **Add account** > **Google**.
3. Tap **Next** > **Sign in.**

Note

If you do not already have a Google account, tap Create (instead of Sign in) follow the on-screen prompts to create your new account.

4. Enter your **Username** and **Password** information.
5. Tap **Sign in**. Your device communicates with the Google servers to confirm your information. Your existing Gmail account appears within the **Manage accounts** area of the screen.
   - If Auto-sync is selected, changes or updates to your Gmail account are then automatically updated to your device.

To configure the Google sync settings:

1. Press > > **Settings** > **Accounts & sync**.
2. Tap the Google account to view the account's synchronization settings screen.
3. Tap the type of data you wish to synchronize (**Sync Picasa Web Albums**, **Sync Contacts**, **Sync Gmail**, and **Sync Calendar**). Note that **Auto-sync** must be selected (in the Accounts & sync settings) for these options to become available.
4. Press to return to the previous screen.

Synchronizing Your Corporate Account

Your device is capable of synchronizing with your company's Exchange Servers.

To add a new Corporate account:

1. Press > > **Settings** > **Accounts & sync**.
2. Tap **Add account** > **Corporate**.
3. Follow the on-screen prompts to create your new Corporate email account. (See Corporate Email (Outlook) on page 91).
   - If **Auto-sync** is selected, changes or updates to your Corporate/Outlook account are synchronized to your device.

To configure the Corporate account settings:

1. Press > > **Settings** > **Accounts & sync**.
2. Tap the Corporate account and select **Account settings**.
3. Tap the options you wish to configure:
   - **Account name**: Displays the name used by the device to track the account.
   - **Your name**: Displays the name that recipients view when receiving email from you.
   - **Signature**: To add a signature or other information to outgoing email.
   - **Period to synchronize email**: Configures how many days worth of emails the device and server should synchronize. Choose from: **One day**, **Three days**, **One week**, **Two weeks**, or **All**.

- **Period to synchronize calendar** : Configures how many days worth of calendar the device and server should synchronize.. Choose from : **Two weeks**, **One month**, **Three month**, **Six month**, or **All**.
- **Email check frequency**: Configures the frequency which the device queries the remote server for new email changes. Choose from: **Automatic (Push)**, **Never**, **Every 15minutes**, **Every 30 minutes**, **Every hour**, **Every 2 hour**, or **Every 4 hour**.
- **Inbox Sort by** : Set the sort order of Inbox. Choose from : **Date**, **Subject**, **Sender**, or **Size**.
- **Default account**: Assigns this account as the default account used when sending out new emails.
- **Ask before deleting:** Activating this feature will prompt you to confirm when you delete email.
- **Email notifications**: Allows the phone to notify you when you receive new emails.
- **Select ringtone**: Allows you to assign a ringtone to notify you of new email.
- **Vibrate**: Allows you to set the phone to vibrate when new email is received.
- **Incoming settings**: Allows you to view and modify your incoming server settings.
- **Sync contacts:** Synchronizes the contacts between your device and the remote exchange server. A checkmark indicates the feature is enabled.
- **Sync calendar**: Synchronizes your exchange calendar entries between your device and the remote exchange server. A check mark indicates the feature is enabled.
- **Out Of Office**: Allows you to edit your Out Of Office settings.

4. Press to return to the previous screen.
5. For more detailed Work/Corporate email information, see Corporate Email (Outlook) on page 91. For more information on Corporate Calendar synchronizing, see Displaying and Synchronizing Calendars on page 164.

Privacy: Factory Data Reset

Resetting the device restores all the factory defaults and erases all personal data, including from the internal storage, information about your Google Account, any other accounts, your system and application settings, and any downloaded applications. Resetting the device does not erase any system software updates you've downloaded or any files on your microSD card, such as music, pictures, or applications. After resetting the device, the next time you turn on the device, you're prompted to reenter the same kind of information as when you first started the device.

1. Press > > **Settings** > **Privacy** > **Factory data reset**.

2. If you are certain that you would like to restore all factory settings, tap **Reset phone**.

3. Tap **Erase everything** to confirm.

Applications and Entertainment

All your device's features are accessible through the Applications list.

Android Market™

Android Market provides direct access to applications and games to download and install on your device.

Accessing the Market

1. Press > > **Market**.
2. If not already logged in with your Google account, tap **Next**.
3. Tap **Sign in** and enter your Google account information.
4. Touch **Accept** to agree to the Android Market terms of service.

Selecting and Installing a Google Application

1. Press > > **Market**.
2. Browse for an application. Once you have decided on one, tap it to view its details.
3. Read the application descriptions and comments.
4. Tap **Install** (for free applications) or **Price** button (for paid applications).

Note

Use caution with applications which request access to any personal data, functions, or significant amounts of data usage times.

5. If prompted, follow the on-screen instructions to pay for the application.
6. Check the progress of the current download by opening the Notifications Panel.

7. You will be notified when the item is downloaded and installed on your device.
8. On the Android Market screen, press , tap **My Apps**, tap the installed application in the list, and then tap **Open**.

Launching an Installed Google Application

1. Press > .

   – or –

   Press > > **Market** > > **My Apps.**
2. Tap the icon of the newly installed application.

Reinstalling a Google Application

If the Android Operating System is ever updated, any data contained on the device will be erased. The only data stored on the device are Google applications available via the Android Market.

Note
Pictures, videos and music are stored on the microSDcard. Applications can be stored on the microSD card as well as on the device.

Contacts and Calendars are stored remotely on your remote Google or Outlook servers.

1. Press > > **Market** > > **My Apps.**
2. Scroll through the list of previously downloaded Google applications and choose the one you wish to reinstall.
3. Follow the on-screen instructions.

Music

You can play audio files that are stored on your device's microSD card. Copy audio files from your computer onto the microSD card before you open the Music application. The Music application supports audio files in numerous formats, including MP3, M4A (DRM-free AAC files, from iTunes®), AMR, MIDI, and OGG Vorbis.

Music Player

1. Press > > **Music**.
2. You can select music tracks from the following tabs:
   - **Artists**: To display your music library sorted by artist.
   - **Albums**: To display your music library sorted by album.
   - **Songs**: To browse through your entire music library by songs titles.
   - **Playlists**: To select a customized playlist you've created.
3. Once you've displayed a list of songs, you can browse through your available titles.
   - To listen to a song or playlist, tap it to begin playing.

Creating a Playlist

1. Press > > **Music** > **Songs**.
   All compatible music files are displayed.
2. Touch and hold a song you'd like to add to a playlist. A Context menu is displayed.
3. Tap **Add to playlist** and select either **Current playlist** or New (to create a new playlist).
   - If you select **New**, delete the current default name, enter a name for your new playlist, then tap **Save**.

Assigning a Song as a Ringtone

1. Press > > **Music** > **Songs**.
2. Touch and hold a song you'd like to use as your new ringtone. A Context menu is displayed.
3. Tap **Use as phone ringtone** to set the selected song as your new default ringtone.
4. Confirm the song has been successfully assigned by navigating to your Phone ringtone menu.
   - Press > > **Settings** > **Sound** > **Phone ringtone**.
5. Confirm the new song is selected.

Backing Up Your Downloaded Music Files

Although the downloaded files can only be played on your device and on your account, backing them up to your computer lets you access the files in case your microSD card is lost or damaged, or if you install a new microSD card. (See Connecting Your Device to Your Computer on page 182).

1. Connect your device to your PC using a USB cable or a Bluetooth connection.
2. Touch and drag the Status Bar down to open the Notifications Panel.
3. Tap **USB connected** > **Mass storage** > **Done** > **OK**.
4. Use your computer to navigate to the microSDcard's **Music** folder.
3. Select and copy the music files to a folder on your computer's hard drive.

YouTube™

YouTube™ is a video sharing website on which users can upload and share videos. The site is used to display a wide variety of user-generated video content, including movie clips, TV clips, and music videos, as well as video content, such as video blogging, informational shorts and other original videos.

1. Press > > **YouTube**.
2. To search for videos, press or tap .
3. Enter the text to search for or tap to search by voice.
4. If entering text, tap a suggestion below the search box or tap to search.
5. Scroll through the search results and tap a video to watch it.
6. Press to return to the previous page.

Note

It is not necessary to sign in to the YouTube site to view content. However, if you wish to sign in to access additional options, press > **My Channel**. Then enter your username and password and tap **Sign in** or choose it from the list.

GPS Navigation

GPS Services

Your device's built-in GPS capability gives you access to a number of location-based services, including Maps, Navigation, and TeleNav™ GPS Navigator.

Activating Location Mode

Before using any of the location-based services, you must turn on your device's location mode.

1. Press > > **Settings** > **Location & security**.
2. Tap **Use GPS satellites** to place a checkmark and activate your GPS (A green checkmark appears).

Activating Using Wireless Networks

This additional location feature uses open Wi-Fi and mobile network connections to assist in providing additional location accuracy.

1. Press > > **Settings** > **Location & security**.
2. Tap **Use wireless networks** to place a checkmark and activate this feature(A green checkmark appears).
   - Since this feature is based on Google's location service, you will need to agree to allow Google to collect anonymous information.
3. Tap **Agree** to accept the terms of service.

Google Maps™

You can use Google Maps to find your current location; to view real-time traffic conditions; to get detailed directions by foot, public transportation, bicycle, or car; and to navigate by using spoken, turn-by-turn driving instructions using the Google Maps Navigation (beta) service. You can search on a street map or a

satellite image to locate an address or a landmark, and you can view some locations as if you were strolling down the street. If you join Google Latitude, you can view your friends' locations on your maps and share your location and other information with them. There are some locations that Maps does not have information about.

To launch the Google Maps application and view your location:

1. Press > > **Maps**
2. Tap . The map centers on a blue arrow that indicates your location. A blue circle around the arrow indicates that your actual location is within the circle.

To get an address and additional information for a location:

- Touch and hold a location on the map. A balloon with the address and a thumbnail from Street View (if available) opens over the location.
- Tap the balloon to access additional options.

To utilize Google Maps:

1. Press > > **Maps**

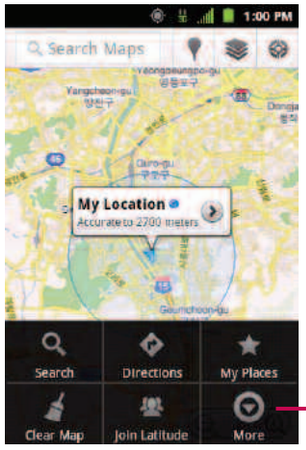
- If prompted, read the What's new message and tap **OK**.

2. Tap the magnification icons to zoom in or out of the current map view.

– or –

Press [ ] to utilize other Google Map features.

- Choose from: **Search**, **Directions**, **My Places**, **Clear Map**, **Join Latitude**, and **More**.



Tap to open more menu items.

To search for a location:

1. While viewing a map, press [ ] > **Search**.

– or –

Simply press [ ] .

- or -

Tap the Search box at the top of the screen.

2. In the search box, enter the place you're looking for.

- You can enter an address, a city, or a type of business or establishment. For example, "theater in

New York".

3. Tap .Markers with letter labels indicate search matches on the map.
4. Tap a marker to open a balloon that contains a label. Tap the balloon to open a screen with more information about the location, as well as options for obtaining directions.

To get directions:

1. While viewing a map, press > **Directions**.
2. Enter a starting point in the **My Location** field, or leave as is to allow GPS to find your location, and your destination in the **End point** field.
   - Tap to open a menu with options for selecting an address from your Contacts or a point that you touch on a map.
   - To reverse directions, press > **Reverse Start & End.**
3. Tap the icon for car, public transit, bicycling, or walking directions.
4. Tap **Get directions**. The directions to your destination appear as a route.
5. You can choose the directions format:
   - Read directions as text by touching .
   - While in List view, press and tap **See map** to see the directions on a map.
   - Tap **Navigate** to get spoken, turn-by-turn directions from Google Maps Navigation.
   - When you're finished, press > **Clear Map** to clear the map.

Navigation

Another Google Maps navigation application is available on your device. It uses your current location (provided by GPS communication to your device) to provide various location-based services.

1. Press > > **Navigation**.

2. Read the on-screen disclaimer and tap **Accept**.

3. Choose from the following on-screen options:

   - **Speak Destination** to use the voice recognition feature to search for matching locations in your area.
   - **Type Destination** to manually enter a destination address.
   - **Contacts** to receive turn-by-turn directions to the address stored for a selected Contacts entry.
   - **Starred Places** to obtain directions to locations that have been starred within Google Maps (maps.google.com.

Web and Data

Your device's data capabilities let you wirelessly access the Internet or your corporate network through a variety of connections, including:

Connecting to Wi-Fi Networks

Wi-Fi is a wireless networking technology that can provide Internet access at distances of up to 100 meters, depending on the Wi-Fi router and your surroundings.

To use Wi-Fi on your device, you must connect to a wireless access point, or "hotspot." Some access points are open and you can simply connect to them without entering any information. Others are hidden or implement other security features, so you must configure your device to connect to them.

Turn off Wi-Fi when you're not using it to extend the life of your battery.

When you connect to a Wi-Fi network, the device obtains a network address and other information it needs from the network, using the DHCP protocol. To configure the device with a static IP address and other advanced settings, press > **Advanced** from the Wi-Fi settings menu.

To turn Wi-Fi on and connect to a Wi-Fi network:

1. Press > .
2. Tap **Settings** > **Wireless & networks** > **Wi-Fi settings**.
3. Tap **Wi-Fi** to turn Wi-Fi on and scan for available Wi-Fi networks.
   - A list of available Wi-Fi networks will be displayed. Secured networks are indicated by a lock icon.
   - If the device finds a network that you have connected to previously, it automatically connects to it.
4. Tap a network to connect to it.
   - If the network is open, you will be prompted to confirm that you want to connect to that network by touching **Connect**.

- If the network is secured, you will be prompted to enter a password. (Ask your network administrator for details.)
- When you're connected to a network, you can tap the network name in the Wi-Fi settings screen for details about the speed, security, address, and related settings.

To receive notifications when open networks are in range:

By default, when Wi-Fi is on, you receive notifications in the Status Bar when your device detects an open Wi-Fi network.

1. Turn on Wi-Fi if it's not already on.
2. From the Wi-Fi settings screen, tap **Network notification** to checkmark the box. Tap again to remove the checkmark and stop receiving notifications.

To add a Wi-Fi network:

You can add a Wi-Fi network manually if it does not broadcast its name (SSID) or if you want to add a Wi-Fi network when you are out of its range.

To add a secured network, you need to contact the network's administrator to obtain the password or other required security credentials.

1. Turn on Wi-Fi if it's not already on.
2. From the Wi-Fi settings screen, tap Add **Wi-Fi network**.
3. Enter the Network SSID (name) of the network. If the network is secured, tap the **Security** drop-down menu and tap the type of security used for the network.
4. Enter the required passwords and security credentials.
5. Tap **Save**.

   The device will connect to the wireless network. Any credentials that you entered are saved, so you are

connected automatically the next time you come within range of this network.

To forget a Wi-Fi network:

You can also make the device forget about the details of a Wi-Fi network that you have added. For example, if you don't want the device to connect to it automatically or if it is a network that you no longer use.

1. Turn on Wi-Fi if it's not already on.
2. In the Wi-Fi settings screen, touch and hold the name of the network.
3. Tap **Forget network**.

Data Services

This section will help you learn the basics of using your data services, including managing your user name, launching a data connection, and navigating the Web with your device.

Important: Certain data services requests may require additional time to process. While your device is loading the requested service, the touchscreen or QWERTY keyboard may appear unresponsive when in fact they are functioning properly. Allow the device some time to process your data usage request.

Updating Your User Name

If you choose to change your user name and select a new one online, you must then update the user name on your device.

- Press > > **Settings** > **About phone** > **System updates** > **Update Profile.**
  - Your profile will be automatically updated by the network.

Launching a Web Connection

- Press > > **Browser**.

Note

You can connect to the Internet via Mobile network or via Wi-Fi (access by pressing > **Settings** > **Wireless & networks**).

Once the Browser loads, you are directed to the home page.

Tip

To change the default home page, press > **More** > **Settings** > **Set home page**.

Note

The Browser automatically launches when a Web link is touched from within an email or text message.

Virtual Private Networks (VPN)

From your device, you can add, set up, and manage virtual private networks (VPNs) that allow you to connect and access resources inside a secured local network, such as your corporate network.

Preparing Your Device for VPN Connection

Depending on the type of VPN you are using at work, you may be required to enter your login credentials or install security certificates before you can connect to your company's local network. You can get this information from your network administrator. Before you can initiate a VPN connection, your device must first establish a Wi-Fi or data connection. For information about setting up and using these connections on your device, see Launching a Web Connection (above) and Turn Wi-Fi On and Connect to a Wi-Fi Network on page 134.

Setting Up Secure Credential Storage

If your network administrator instructs you to download and install security certificates, you must first set up the device's secure credential storage.

1. Press > > **Settings** > **Location & security** > **Set password**.
2. Enter a new password (at least eight characters without any spaces) for the credential storage, scroll down and confirm the password, and then tap **OK**.
3. Tap the **Use secure credentials** check box.

You can then download and install the certificates needed to access your local network. Your network administrator can tell you how to do this.

Adding a VPN Connection

1. Press > > **Settings** > **Wireless & networks** > **VPN settings**.
2. Tap **Add VPN** and then tap the type of VPN you want to add.
3. Enter the VPN settings according to the security details you have obtained from your network administrator.
4. When finished, press > **Save**.

The VPN is then added to the VPNs section of the VPN settings screen.

Connecting to a VPN

1. Press > > **Settings** > **Wireless & networks** > **VPN settings**.
2. In the VPNs section, tap the VPN that you want to connect to.

3. When prompted, enter your login credentials, and then tap **Connect**. When you are connected, the VPN connected icon appears in the Status Bar.

4. Open the Web browser to access resources such as intranet sites on your corporate network.

Disconnect From a VPN

1. Touch and drag down the Status Bar to open the Notifications Panel.

2. Tap the VPN connection to return to the VPN settings screen, and then tap the VPN connection to disconnect from it.

When your device has disconnected from the VPN, the VPN disconnected icon is displayed in the Status Bar.

Browser

Web pages that are optimized for mobile devices typically open at a size appropriate for your device. Often, you can't zoom or even scroll their contents. Web pages that aren't designed specifically for mobile devices typically open in overview mode- the page is zoomed out so you can get the big picture.

Learn to Navigate the Browser

Navigating through menus and websites during a data session is easy once you've learned a few basics. Here are some tips for getting around:

Scrolling

As with other menus on your phone, you'll have to scroll up and down to see everything on some websites.

To scroll a Web page:

- Slide your finger on the screen in the direction you wish to scroll.

Selecting

Once you've learned how to scroll, you can start navigating the Web.

To select items or links:

- Simply tap a link or an item.

Links, which are displayed as underlined text, direct you to Web pages, select special functions, or even place calls.

Going Back

To go back one page:

- Press on your device. Repeat this process to keep going back through your recently visited pages.

Finding and Copying Text on a Web Page

To find text on a Web page:

1. Press > **More** > **Find on page**.
2. Enter the text you're looking for.
   - As you type, the first word with matching characters is highlighted on the screen and subsequent matches are boxed.
3. Tap the left or right arrow to jump to and highlight the previous or next matching word.

To copy text from Web page:

1. Open a Web page and scroll to the beginning of the text you want to copy.

2. Press > **More** > **Select text**.

3. Use your finger to drag across the text you want to copy. The selected text is highlighted in orange, with a tab at each end of the selection. You can now use the techniques described in Tips for Editing Text on page 43 to paste the copied text into a text field.

Going to a Specific Website

To go to a particular website by entering a URL(website address):

1. Tap the URL field (top of the Browser window) and enter a new Web address.

   - As you enter the address, possible matches are displayed. Tap an entry to launch the desired website.

2. Tap to launch the new page.

Browser Menu

The Browser menu offers additional options to expand your use of the Web on your device.

Opening the Browser Menu

The Browser menu may be opened anytime you have an active data session, from any page you are viewing.

- From any open Web page, press .

Options available within the Browser menu include:

- **New window**: Launches a new Browser window while maintaining the current Web page active.
- **Bookmarks**: Allows you to access and manage your Bookmarks.

- **Windows**: Displays the currently active Browser windows as a list. Tap a window entry to launch that window.
- **Refresh**: Reloads the current Web page and displays the most current information.
- **Forward**: Forwards you to a previously viewed page.
- **More**: provides the following additional Browser options:
  - **Add bookmark**: Allows you to assign the current Web page as a new bookmark.
  - **Find on page**: Allows you to search the current Web page for a word.
  - **Select text**: Allows you to select text from the current Web page and copies it to the clipboard.
  - **Page info**: Displays the Name and URL (website address) of the Web page you're currently viewing.
  - **Share page**: Allows you to send a URL via Bluetooth, Email, Gmail, and Messaging.
  - **Downloads**: Displays your download history.
  - **Settings**: Allows you to configure and manage your Browser settings.

Adjusting Browser Page Settings

1. Press to open the Browser menu.
2. Tap **More** > **Settings**.
3. In the **Page content settings** area, select from one of the following Web page settings:
   - **Text size**: Allows you to increase or decrease the size of the text that the Browser uses when displaying Web pages. Options include: **Tiny, Small, Normal, Large**, or **Huge**.

- **Default zoom**: Allows you to increase or decrease the magnification level that the Browser uses when first opening a Web page. Choose from: **Far, Medium,** or **Close**.
- **Open pages in overview**: When checkmarked, Web pages are displayed in an overview. If the checkmark is removed, the Web page is displayed at 100% size.
- **Text encoding**: Allows you to change the character-encoding standard that the Browser uses when displaying text on a Web page.
- **Block pop-up windows**: When checkmarked, this feature allows the device to block pop-up windows and prevent websites from opening windows unless you request it.
- **Load images**: When checkmarked, this feature allows the Browser to load images when displaying a Web page. Remove the checkmark to allow the Browser to omit images when displaying a Web page.
- **Auto-fit pages**: When checkmarked, the Browser optimizes the presentation text and other elements of Web pages to fit your device's screen. If the checkmark is removed, Web pages can be viewed as designed for a computer screen.
- **Landscape-only display**: When checkmarked, this feature allows your device to display pages in landscape (horizontal) orientation on your screen, regardless of how you are holding the device.
- **Enable JavaScript**: When checkmarked, the Browser allows JavaScript to run. Remove the checkmark to prevent JavaScript from running.
- **Enable plug-ins**: When checkmarked, plug-ins are enabled on Web pages. Remove the checkmark to disable plug-ins from Web pages.
- **Open in background**: When checkmarked, links opened in a new window will open in the background. If the checkmark is removed, new windows will open in place of the current window.

- **Set home page**: Allows you to enter a URL to set as your Home page. (See Setting the Browser Home Page on page 145).
- **Invert color** : Display pages in inverted color.

4. Press to return to the Browser.

Adjusting Browser Privacy Settings

1. Press to open the Browser menu.
2. Tap **More** > **Settings**.
3. Navigate to the **Privacy settings** area and select from one of the following privacy settings:
   - **Clear cache**: Clears all currently cached content and databases. Tap **OK** to complete the process.
   - **Clear history**: Clears the Browser navigation history. Tap **OK** to complete the process.
   - **Accept cookies**: When checkmarked, your device allows Web pages to store cookies. Remove the checkmark to prevent Web pages from storing cookies on your device.
   - **Clear all cookie data**: Clears all current Browser cookie files.
   - **Remember form data**: When checkmarked, the Browser remembers what you entered in a form on a site and displays matching entries when entering text in a form. Remove the checkmark to disable this feature.
   - **Clear form data:** Deletes all the information the Browser remembers about what you've entered informs. Tap **OK** to complete the process.
   - **Enable location**: When checkmarked, you permit websites with location-specific content to ask whether you want to share your location, using your device's GPS. To provide a website with your

location, you must also have location sharing enabled in the **Settings** application.

- **Clear location access**: Allows you to clear the permissions to access your location that you've granted to websites in the past. If those websites want permission to access your location again, you must grant it again.

4. Press to return to the Browser.

Adjusting Browser Security Settings

1. Press to open the Browser menu.
2. Tap **More** > **Settings**.
3. Navigate to the **Security settings** area and select from one of the following security settings:
   - **Remember passwords**: The Browser can remember your usernames and passwords for some Web pages that require you to log in to make it quicker to access those pages on repeat visits. Remove the checkmark to prevent the Browser from storing usernames and passwords.
   - **Clear passwords**: Deletes all saved passwords that the Browser has stored. Tap **OK** to complete the process.
   - **Show security warnings**: When checkmarked, you will be notified if there is a security issue with the current website. Remove the checkmark to disable this function.
4. Press to return to the Browser.

Setting the Browser Home Page

1. Press to open the Browser menu.

2. Tap **More** > **Settings** > **Set home page**.

3. Delete the current address and enter a new URL. If you are viewing the Web page you want to set as the Home page, tap **Use current page** instead.

4. Tap **OK** to complete the process.

Resetting the Browser to Default

1. Press to open the Browser menu.

2. Tap **More** > **Settings** > **Reset to default**.

3. Tap **OK** to complete the process.

Creating Website Settings

1. Press to open the Browser menu.

2. Tap **More** > **Settings** > **Website settings**.

3. The sites with advanced settings that can be configured are displayed.

4. Tap a web site to view the settings (eg., Clear location access).

5. Tap **OK** to complete the process.

Creating Bookmarks

You can bookmark Web pages so that you can quickly return to them.

1. From any open Web page, press to open the Browser menu.

2. Tap **Bookmarks**. Three tabs are revealed:

Shortcut

From any open Web page, tap (located next to the URL).

- **Bookmarks**: Displays a list of your current bookmarks.
- **Most visited**: Displays a list of your most frequently visited websites.
- **History**: Displays a record of your browsing history. These records are organized into folders such as: Today, Yesterday, 5 days ago, and 1 month ago.

3. In the Bookmarks tab, tap **Add**.
4. Enter a descriptive name and URL for the new bookmark
5. Tap **OK** to store the new entry to your Bookmarks list.

To create Bookmarks from other Tabs:

1. From any open Web page, press > **Bookmarks**.

   – or –

   From any open Web page, press .
2. Tap either the **Most visited** or **History** tab.
3. Tap the star icon adjacent to a Web page entry. The star now turns gold. This adds the “starred” website to your current Bookmarks list.

   – or –

   Touch and hold an entry from the list to display a Context menu. Then tap **Add bookmark** to add the selected entry to your current list of bookmarks.

To create a New Homepage:

1. From any open Web page, press > **Bookmarks**.

   – or –

   From any open Web page, tap .

2. Tap either the **Most visited** or **History** tab.
3. Touch and hold an entry from the list to display a Context menu.
4. Tap **Set as homepage** to assign the selected entry as your new homepage.

Adding Bookmarks to Your Home Screen

1. From any open Web page, press > **Bookmarks**.

   – or –

   From any open Web page, press .
2. Touch and hold an existing entry from the list to display a Context menu.
3. Tap **Add shortcut to Home** to add the selected entry to your Home screen.

Voice Dialer

You can use your device's built-in automatic speech recognition (ASR) software, called Voice Dialer, to dial a phone number in your Contacts or to launch device functions without having to go through the phone menus. All you have to do is to talk into the phone, and ASR will recognize your voice and complete tasks by itself.

Note

The Voice Control (Speech to Action) feature will not launch if you are currently in an active menu.

Activating Voice Dialer

- Press > > **Voice Dialer**.

The screen displays "Listening" and the phone prompts you to say the name of the command you want to use. To complete your task, simply follow the voice prompts or touch an on-screen option.

Available ASR commands include:

- **Call** <Name> to call an entry in your Contact List. (See Making a Voice Call With Voice Dialer on page 149).
- **Dial** <#> to call a spoken phone number.
- **Redial** to call back the last Contact you dialed.
- **Open** <Menu> to jump directly to menu items or applications. (See Opening Menus With Voice Dialer on page 150).

Tip

Use Voice Dialer in a quiet environment so it can accurately recognize your commands.

Making a Voice Call With Voice Dialer

1. Press > > **Voice Dialer**.
2. When you see "Listening," say "**Call**" followed by the name and the label for the phone number you wish to call. For example, say "**Call John Smith Mobile**." The device dials the number stored for the contact "John Smith" with the label "Mobile."
   - If the location is not recognized or the name does not have a phone number stored in Contacts, your device will display a list of possible options.
   - If a name has only a single number, or if you know the name but are not sure which number to call, say "**Call**" followed by the name only. For example, say "**Call John**." If the name is recognized and there is only one phone number for the name, your device immediately places the call.

Calling a Phone Number with Voice Dialer

1. Press > > **Voice Dialer**.
2. When you see “Listening,” say “**Dial**” followed immediately by a phone number. For example, say “Dial 555 555 5555.”
3. Speak naturally and clearly and remember to speak one digit at a time—1-800 should be pronounced “One Eight Zero Zero.”

Opening Menus With Voice Dialer

The Voice Dialer application allows you to directly open many menu items or applications by saying voice commands.

1. Press > > **Voice Dialer**.
2. When you see “Listening,” say “**Open**” followed by a menu or application.
3. If a list of valid actions is displayed, tap an action and the device will open the selected menu.

Text-to-Speech

The text-to-speech feature allows the device to provide a verbal readout of on-screen data such as messages and incoming caller information (based on Caller ID).

Text-to-Speech Settings

1. Press > > **Settings** > **Voice input & output** > **Text-to-speech settings**.

2. Configure any of the following Text-to-Speech settings:

- **Listen to an example**: Plays a short example of what the text-to-speech feature will sound like on your device when activated.
- **Always use my settings**: Allows you to override the application settings with those configured within this menu.
- **Default Engine**: Sets the speech synthesis engine to be used for spoken text.
- **Install voice data**: Installs the voice data required for speech synthesis.
- **Speech rate**: Allows you to adjust the rate at which the displayed text is spoken by the device. Choose from: **Very slow, Slow, Normal, Fast, and Very fast.**
- **Language**: Allows you to assign the language used by the verbal readout. Choose from **German (Germany), English (United Kingdom), English (United States), Spanish (Spain), French (France), or Italian (Italy)**.
- **Pico TTS:** Allows you to configure the Pico TTS language settings.

Voice Search

Voice Search uses built-in voice recognition software to listen to your spoken words, convert those to text, then launch a Google search using that text.

1. Press > > **Voice Search**.
2. Speak clearly into the microphone. If an error occurs, tap **Speak again**.
3. You can then touch a matching entry from the Google search page to direct you to the item you are searching.

You can take pictures and record videos using the Camera application. You can also view your pictures and videos with the Gallery application.

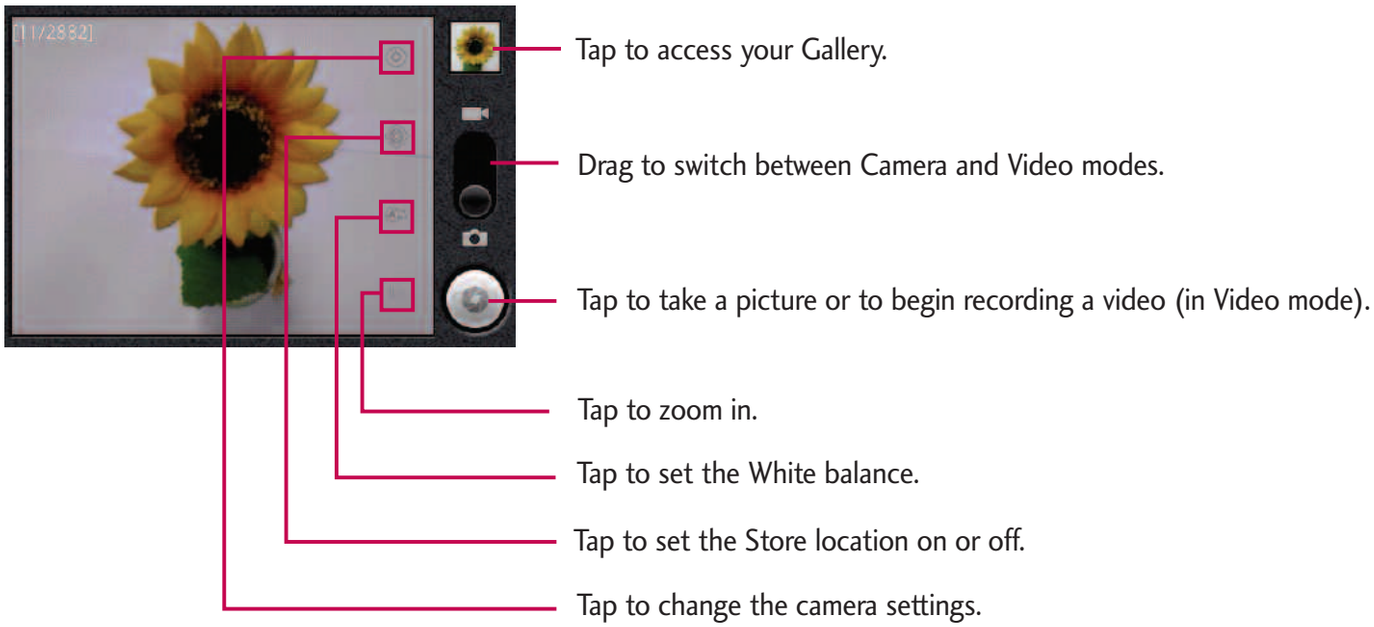
Note

Pictures and videos are stored in a microSD card. Please make sure that the device has a microSD card inserted before taking pictures or recording video.

Be sure to clean the protective lens cover with a microfiber cloth before taking pictures. A lens cover with smudges from fingers can cause blurry pictures with a “halo” effect.

Taking Pictures

Taking pictures with your device's camera is as simple as choosing a subject, pointing the lens, and pressing a button.



To take a picture:

1. Press and hold the camera button located on the right side of the device.

   – or –

   Press > > **Camera** to activate camera mode. (Additional camera options are available through the camera settings page. See Camera Settings on page 154 for more information.)

2. Frame your subject on the screen.

3. Press or tap until the shutter sounds. The camera brings the image into focus. When the image is in focus, the focus indicators in each corner turn green and the camera takes a picture. (Your device automatically saves the picture to the microSD card.)

Camera Settings

From the camera mode, tap each icon to adjust the following camera settings.

- **Settings**
  - **Focus mode** to set the focal properties of the camera lens. Choose from **Auto** (default), **Normal**, **Macro** (close up images), or **Off**.
  - **Picture size** to set the size of your picture. Choose from **3M Pixels, 2M Pixels, 1M Pixels, VGA**, and **QVGA**.
  - **Picture quality** to set the image quality for your picture. Choose from **Super fine, Fine**, and **Normal**.
  - **Color effect** to apply different color effects to your pictures. Choose from **None, Mono, Sepia, Negative, Aqua, Sketch,** and **Mono-Negative**.
  - **ISO** to control the camera's sensitivity to light. Choose from **Auto** (default), **100**, **200**, **400**, and **800**.
  - **Auto Review** to set whether to view the picture that was just taken. Choose from **No Review, 2secs(default),** and **5secs**.
  - **Restore defaults** to restore the settings back to the default values.
- **Store location** to decide whether to use the device's GPS to include the location of each picture you take.
  - **On**: Location stored with picture.
  - **Off**: Location not stored with picture.
- **White balance** to select how the camera adjusts colors in different kinds of light in order to

achieve the most natural-looking colors for your pictures. Choose from **Auto, Incandescent, Daylight, Fluorescent,** and **Cloudy**.

- 1x **Zoom** to zoom in on an object. You can adjust the zoom from 1x to 4x.

Viewing Your Pictures

The Gallery is where you can access the Gallery of stored camera images. You can view them in a slideshow, share them with your friends, and delete and edit them.

1. Press > > **Gallery**.
2. Select a location and tap an image to view your picture.
   - Tap an image to open it and tap **Menu** or press to choose from **Share**, **Delete**, and **More**.
   - Press to return to the previous screen.

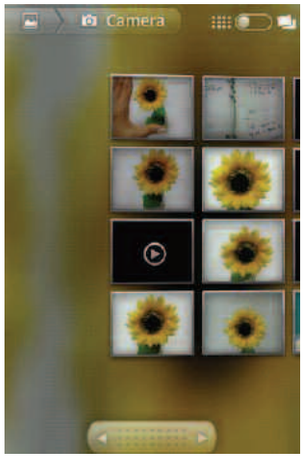
Gallery Options

The Gallery application presents the pictures and videos on your microSD card, including those you've taken with the Camera application and those you downloaded from the Web or other locations.

If you have one of your device's Google™ Accounts linked with a Picasa account, you'll also see your Picasa Web albums in Gallery.

1. Press > > **Gallery** to view the gallery of images stored on the microSD card.
   - Drag left or right to view more albums.
2. Tap an album to open it and view its contents. (The pictures and videos in the album are displayed in chronological order.)

3. Tap a picture in an album to view it.



- Tap at the top left corner of the screen to return to the main Gallery screen at any time.
- Tap **Slideshow** to watch a slideshow of the current album.
- Tap **Menu** to access the following options:
- **Share** to share the picture via **Picasa**, **Messaging**, **Gmail** or **Bluetooth**.
- **Delete** to delete the picture.
- **More** to access options such as **Details, Set as, Crop, Rotate Left,** or **Rotate Right**.

Assigning Pictures

After taking a picture, assign it as a picture ID for a Contacts entry or as the Home screen background image (wallpaper).

1. Press > > **Gallery**.

2. Tap an album and tap an image to view it.

3. With the picture displayed, tap **Menu** > **More** > **Set as.**

4. Select an option.

   - **Contact icon** to assign the picture to a Contact entry as a picture ID. Tap an entry from Contacts, crop the image and tap **Save** to assign the picture.
   - **Wallpaper** to assign the picture as a background image, crop the image and tap **Save** to assign the picture.

Recording Videos

In addition to taking pictures, you can record, view, and send videos with your device's video camera.

1. Press and hold the camera button located on the right side of the device, then drag the camera mode control to the Video position .

   – or –

   Press > > **Camera** and drag the camera mode control to the Video position .

   – or –

   Press > > **Camcorder**.

2. Point the lens to frame the scene where you want to start.

3. Tap to start recording the video. The length of the recording is displayed on the bottom left part of the screen.

4. Tap to stop recording. Your video will be automatically saved to the Gallery.

Video Settings

From Video mode, tap each icon to adjust the following camcorder settings.

- **Settings**
  - **Color effect** to apply different color effects to your videos. Choose from **None**, **Mono**, **Sepia**, **Negative**, **Aqua**, **Sketch**, and **Mono-Negative**.
  - **Restore defaults** to restore the settings back to the default values.
- **White balance** to select how the camcorder adjusts colors in different kinds of light in order to achieve the most natural-looking colors for your videos. Choose from **Auto, Incandescent**, **Daylight**, **Fluorescent**, and **Cloudy**.
-

Video quality to set the video quality and maximum length combination appropriate for viewing on a computer or for sharing with others via Messaging or YouTube. Choose from **High(Max 2h)**, **Low (Max 2h)**, **MMS (Low, 30s)**, and **YouTube(High, 10m)**

Video Gallery Options

The Gallery is where you can access the Gallery of stored video images. You can view them, share them with your friends, and delete them.

1. Press > > **Gallery** to view the gallery stored on the microSD card.
   - Scroll left or right to view more albums.
2. Tap an album to open it and view its contents. (The pictures and videos in the album are displayed in chronological order.)
3. Press twice , then tap a video to place a checkmark and access the following options:
   - Tap **Share** to share the video via **YouTube**, **Messaging**, **Gmail** or **Bluetooth**.
   - Tap **Delete** to delete the video.

- Tap **More** to view the details of the video.

To play a video:

1. Press > > **Gallery** to view the gallery stored on the microSD card.
   - Scroll left or right to view more albums.
2. Tap an album to open it and view its contents. (The pictures and videos in the album are displayed in chronological order.)
3. Tap a video in an album to play.
   - Tap the video to view the playback controls.

Calendar

Viewing Your Calendar and Events

Use the Calendar application you can view the events you have scheduled in the coming days, weeks, or months.

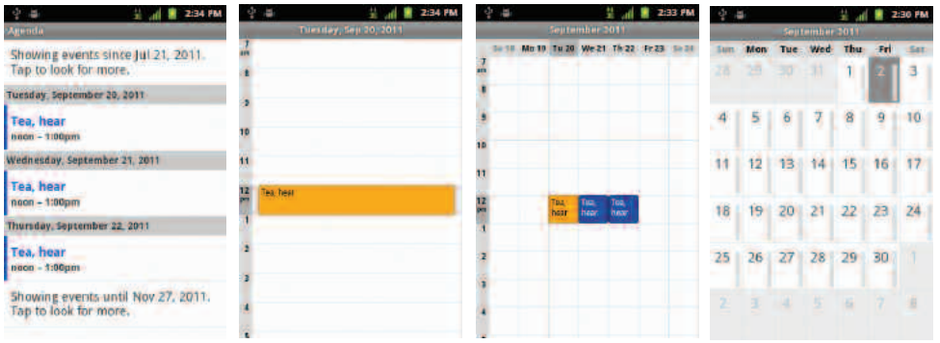
To open your Calendar application:

- Press > > **Calendar**.

  If you have created or subscribed to more than one calendar through Google Calendar™ on the Web, events from each calendar are displayed in a different color. (For information about which calendars are displayed on your device, see Displaying and Synchronizing Calendars on page 164).

Tools and Calendar

Agenda view | Day view | Week view | Month view



Note

To go to the current day in any Calendar view, press > Today.

To change your Calendar view:

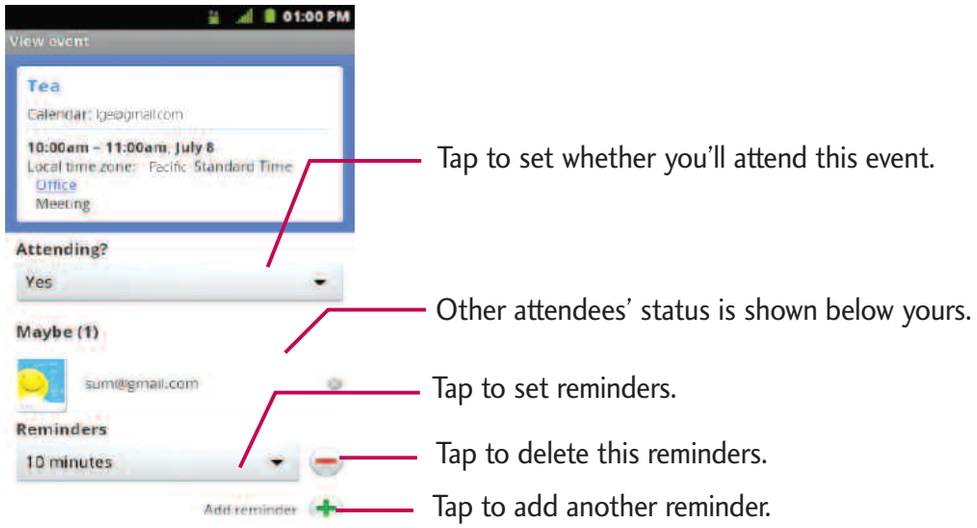
- Press > **Day, Week, Month, Agenda,** or **Today**. Each view displays the events in your calendar for the period of time that you specify.

Viewing Event Details

You can view more information about an event in a number of ways, depending on the current view.

To view information about an event:

- In **Agenda**, **Day**, or **Week view**, tap an event to view its details.
- In **Month view**, tap a day to switch to **Day view**. Then tap an event to open the event summary.



Creating an Event

You can use Calendar on your device to create events that appear on your device and in your Google Calendar on the Web.

To create an event:

1. Open the **Calendar**, and press > **More** > **New event**.

- You can also touch and hold a spot in **Day**, **Week**, or **Month view**. In the Context menu that opens, tap **New event**

2. Add details about the event.

- Enter a name, and other optional details about the event, just as you would on Google Calendar (on the web). If you have more than one calendar, you can choose the calendar to which to add the event. Tap to add more reminders. (See Setting an Event Reminder on page 163)

3. Invite guests to the event.

- In the field, enter the email addresses of everyone you want to invite to the event. Separate

multiple addresses with commas (,). If the people to whom you send invitations use Google Calendar, they'll receive an invitation through their Google Calendar and by email.

- Tap to search the GAL(Global Address List)*, if you set up a Microsoft Exchange account.

  * The GAL (Global Address List) also known as Microsoft Exchange Global Address Book is a directory service within the Microsoft Exchange Email system.

4. Press > **Show extra** options to add additional event details.
5. Scroll to the bottom of the screen and tap **Done**.

- The event will be added to your Calendar. You can also access and configure the event from Google Calendar on the Web.

Editing or Deleting an Event

You can edit or delete an event that you created on the device or on the Web. You can also edit or delete events created by others, if they have given you permission.

To edit an event:

1. Open Calendar and tap the event to open it. (See Viewing Event Details on page 160).
2. Press > **Edit event**.
   (For information on how to create or change event information, see Creating an Event on page 161).

Note

Press the > **Show extra options** to add or edit additional event details.

3. Make your changes to the event.
4. Tap **Done**.

To delete an event:

- From Agenda, Day, or Week view, tap an event to view the event details. Then, press > **Delete event**. Tap **OK** to confirm.
- From Day or Week view, touch and hold the event then tap **Delete event** in the Context menu. Tap **OK** to confirm.
- When editing an event, tap the **Delete** button at the bottom of the screen. Then tap **OK** to confirm.

Setting an Event Reminder

You can set one or more reminders for an event, whether or not you created the event or have permission to edit its other details.

To set an event reminder:

1. Open **Calendar** and touch the event to open it. (See Viewing Event Details on page 160).
2. Tap to add a reminder.
3. Tap the reminder time to display a popup menu and choose your desired setting.
   - At the designated time, you will receive a notification to remind you about the event. (See Responding to an Event Reminder on page 164). You can also use Google Calendar (on the Web) to configure additional reminders.

To delete an event reminder:

1. Open **Calendar** and tap the event to open it.
2. Tap to remove a reminder.

Responding to an Event Reminder

If you set a reminder for an event, the reminder notification appears in the Status Bar when the reminder time arrives. (See Using the Notifications Panel on page 19).

To respond to an event reminder:

- If you receive notifications in the Status Bar, touch it and drag it downwards to open the Notifications Panel. Tap the event notification to open the list of Calendar notifications.
- Tap an event in the Calendar Notifications list to view more information about that event.
- Tap **Snooze all** in the Calendar Notifications list to receive the reminder again 5 minutes later.
- Tap **Dismiss all** in the Calendar Notifications list to delete all reminders in the list.
- Press when viewing the Calendar Notifications list to keep the reminders. The reminders will remain in the Status Bar.

Displaying and Synchronizing Calendars

Initially, all calendars that you create or subscribe to through Google Calendar on the Web are also displayed in the Calendar application on your device. You can select which calendars to show or hide on the device, and which to keep synchronized.

You can also control whether any data is synchronized to your device by using the General sync settings in **Settings** > **Accounts & sync**.

(For more information, see Configuring Account Sync and Display Options on page 77).

Only the calendars that you've created or subscribed to on the Web are shown in the Calendars list.

To show or hide calendars:

1. Press > **More** > **Calendars**.

2. Tap the button to the right of each calendar to show or hide it. If is displayed, the calendar is shown. If is not displayed, the calendar is hidden. The status of the calendar is also displayed in text under the calendar's name.

To stop synchronizing calendars to your device:

1. Press > **More** > **Calendars**.

2. Tap the button to the right of each calendar stop syncing. If is not displayed, the calendar will not sync. The status of the calendar is also displayed in text under the calendar's name.

To synchronize calendars to your device:

1. Press > **More** > **Calendars**.

2. Tap the button to the right of each calendar to sync it. If is displayed, the calendar will sync. The status of the calendar is also displayed in text under the calendar's name.

Changing Calendar Settings

You can change the settings for how the Calendar application displays events and how it notifies you of upcoming events.

To change Calendar settings:

1. Open the **Calendar** and press > **More**> **Settings**.

2. The following options are available.

- **Hide declined events**: Allows you to checkmark declined events so that they are not displayed in your calendar views. Tap to remove the checkmark and display all events in your calendar views.
- **Use home time zone** Allows your device to displays calendars and event times in your home time

zone when traveling.

- **Home time zone** Opens a dialog where you can set the time zone to use in Calendar when you're traveling (only available if you have the Use home time zone setting checked).
- **Set alerts and notifications**: Opens a dialog box to configure event reminders. You can select to be alerted, to be notified in the Notifications Panel, or to turn off notifications. (See Setting an Event Reminder on page 164 and Responding to an Event Reminder on page 163).
- **Select ringtone**: Allows you to select which ringtone is used for the Calendar event reminders.
- **Vibrate**: Allows you to set event reminders to vibrate.
- **Default reminder time**: Allows you to select the default time set for event reminders.

Folders

Folders allow you to organize other Home screen shortcuts and icons, or folders that contain all your contacts, contacts with phone numbers, or starred contacts. Your folder's contents are kept up to date automatically. Organizing in folders can create space to add more shortcuts, widgets, or applications on the Home screen.

To add a folder to the Home screen:

1. Go to the Home screen pane where you want to add a folder. (Swipe the Home screen from left to right or vice versa.)
2. Touch and hold an empty spot on the Home screen pane.
3. Tap **Folders** > **New folder.**

To rename a folder:

1. Tap the folder icon to open it.

2. Touch and hold the folder's title bar.

3. Enter the new folder name.

4. Tap **OK**.

To organize items on the home screen in a folder:

- Just drag a shortcut, an icon, or a folder and drop it in the desired folder.

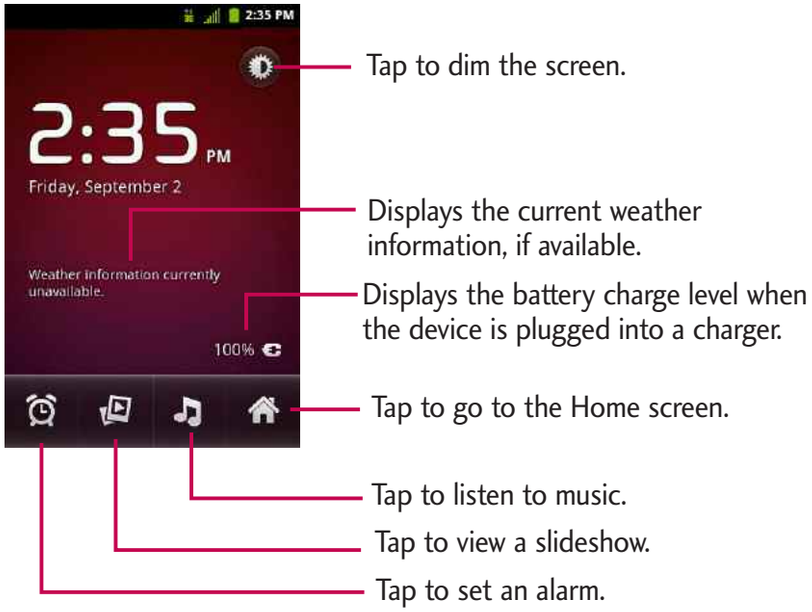
Clock

You can use Clock application to monitor several types of information at once, in addition to the current date and time.

To open the Clock application:

- Press > > Clock.

The Clock application opens with the date and time displayed on your Home screen wallpaper, along with your local weather and other useful information.



- When the Clock application is running, it switches to screensaver mode after a few minutes. Simply press a device key to wake the phone up again. To return to the Home screen, tap at the bottom of the Clock screen.

To play a slideshow:

You can play a slideshow of the pictures in your Gallery albums from the Clock application.

- Tap at the bottom of the Clock screen.
- Press to end the show.

To play music:

You can play music while the Clock is displayed.

- Tap at the bottom of the Clock screen.

The Music application opens, where you can select music to play. You can return to the Clock application or use another application while the music is playing.

To dim the Clock display:

If you want to use your device as a bedside clock, you can set the screen brightness very low.

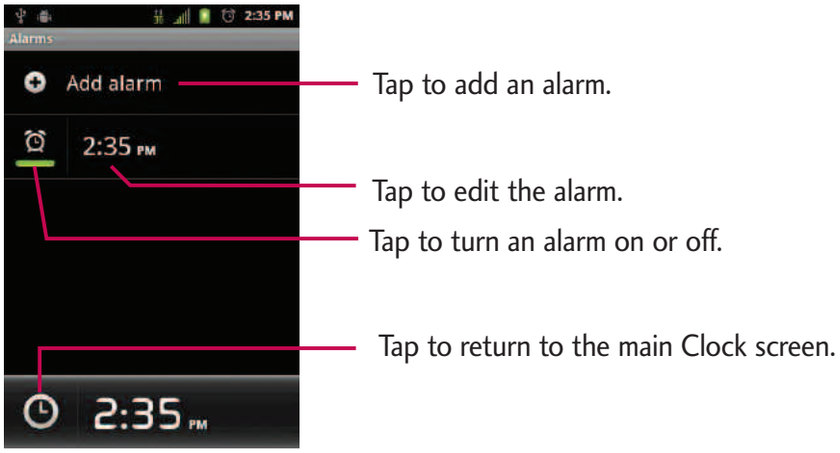
- Tap at the top right corner of the screen to dim the clock.
- Tap the screen to restore normal brightness.

Alarms

The Clock application also allows you to set alarms.

To set an alarm:

1. Tap at the bottom of the Clock screen.



2. Tap an existing alarm to change its time and other attributes or tap **Add alarm** to add a new one.

3. Tap **Time** to set the time of the alarm. You can change the time by taping the + or - buttons and the AM or PM buttons or tap the hour and minutes fields to enter the time with the keyboard.

4. Tap **Repeat** to set the days when you want the alarm to sound. (If you don't set a repeat, the alarm will only sound on the assigned day.)

5. Tap **Ringtone** to select a ringtone for the alarm. The ringtone plays briefly when you select it.

6. Tap **Vibrate** to have the device vibrate, in addition to playing the ringtone.

7. Tap **Label** to enter a name for the alarm.

8. When you're finished, tap **Done**.

9. Press to return to the main Clock screen.

To change alarm settings:

1. Tap at the bottom of the Clock screen.

2. Press > **Settings**.

3. You can set the following options:

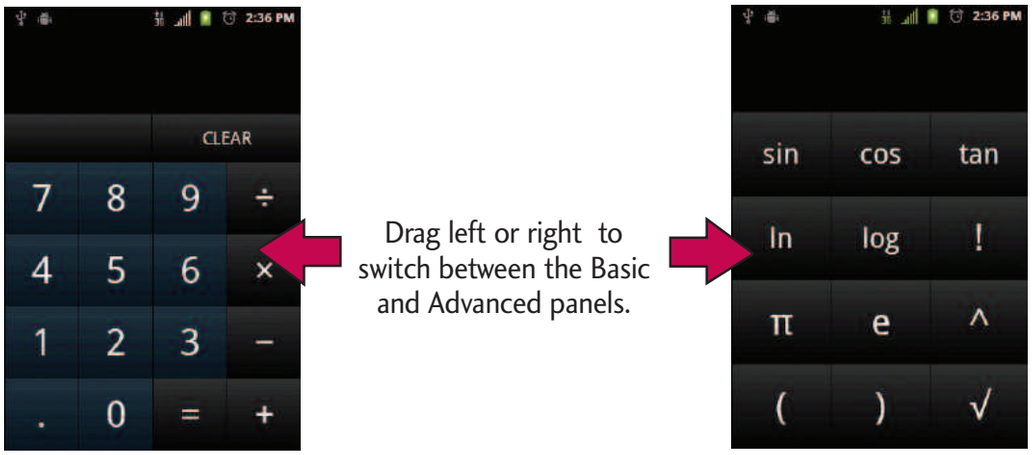
   - **Alarm in silent mode**: Tap to place a checkmark and allow your device to play alarms even when it is in Silent mode.
   - **Alarm volume**: Allows you to set the volume of alarms.
   - **Snooze duration**: Allows you to set how long the Clock waits before playing an alarm again.
   - **Side button behaviour**: Allows you to set the desired behavior of the Volume Keys and Camera Key when pressed during an alarm.

Calculator

You can use the Calculator application to solve math problems.

To open and use the Calculator:

1. Press > > **Calculator**.



2. Enter numbers and arithmetic operators on the Basic panel.
3. Drag the Basic panel to the left to open the Advanced panel.
4. Touch and hold the Calculator's display to open a menu where you can copy what you've entered and access other tools.
5. Tap **Clear** to delete the last number or operator you entered. Touch and hold Clear to delete all of the entered information.

LG Mobile Phone Software update via Over-the-Air (OTA)

This feature allows you to update the firmware of your phone to the newer version conveniently via OTA without connecting the USB cable. This feature is only available if and when LG makes the newer version of the firmware available for your device.

To check for a software update:

- Press > > **Settings** > **About phone** > **Software Update.**

You will be notified if a software upgrade exists or if you have the current software. To automatically check for updates, make sure **Auto software update** is checked.

Bluetooth

Bluetooth is a short-range communications technology that allows you to connect wirelessly to a number of Bluetooth devices, such as headsets and hands-free car kits, Bluetooth-enabled handhelds, computers, printers, and wireless phones. The Bluetooth communication range is usually up to approximately 30 feet.

Turning Bluetooth On and Off

By default, your device's Bluetooth feature is set to Off. Turning Bluetooth on allows you to search for and connect to other in-range Bluetooth devices.

Note

Activating Bluetooth can drain your battery faster and reduce your available usage times. To conserve your device's battery, turn off Bluetooth when not in use. Always turn off your Bluetooth when you are in locations that prohibit its use.

To turn Bluetooth on:

1. Press > > **Settings** > **Wireless & networks**.
2. Tap **Bluetooth** to place a checkmark and activate the feature. When the feature is turned on, appears within the Status Bar.

To turn Bluetooth off:

1. Press > > **Settings** > **Wireless & networks**.
2. Tap **Bluetooth** to uncheck and deactivate Bluetooth.

Bluetooth Status Indicators

The following icons show your Bluetooth connection status at a glance:

– Bluetooth is on.

– Bluetooth is connected to a Bluetooth device.

The Bluetooth Settings Menu

The Bluetooth settings menu allows you to set up many of the characteristics of your device's Bluetooth service, including:

- Entering or changing the name your device uses for Bluetooth communication.
- Setting your device's visibility (or "discoverability") for other Bluetooth devices.

To access the Bluetooth Settings menu:

1. Press > > **Settings** > **Wireless & networks**.
2. Tap **Bluetooth** to place a checkmark and activate the feature. When the feature is turned on, appears within the Status Bar.
3. Tap **Bluetooth settings**.
4. Set the following Bluetooth options:
   - **Device name**: Change your device's Bluetooth name.
   - **Discoverable**: Tap to place a checkmark and make your device visible to other devices for pairing and communication. (A green checkmark will appear.) Tap again to uncheck and make your device invisible.

Note

Your device is visible for up to 120 seconds (2 minutes). This value appears as a countdown within this field.

- **Scan for devices**: If the Bluetooth-compatible device (such as headsets, device, printer, or computer) you want to pair with isn't on the list, make sure the target device is set to be discoverable, then tap Scan for devices to scan again.

Pairing Bluetooth Devices

Paired Devices

The Bluetooth pairing process allows you to establish trusted connections between your device and another Bluetooth device. When you pair devices, they share a passkey, allowing for fast, secure connections while bypassing the discovery and authentication process.

To pair your phone with another Bluetooth device:

1. Verify your Bluetooth is turned on.
2. From the Bluetooth settings page, tap **Discoverable** to place a checkmark and make your device visible. Your device must be visible to successfully pair with an external device.
3. Tap **Scan for devices**. (Your device will display a list of discovered in-range Bluetooth devices.)
4. Tap a device from the list to initiate pairing.
5. Depending on the device, you might have to tap **Pair** to accept the passkey (if they match on both devices), enter the passkey or PIN Code, or confirm matching passkeys.
6. Tap **Done** > **OK** if you entered a passkey, PIN code, or passkey.
7. The external device will then have to accept the connection and enter your device's PIN code.

- Once successfully paired to an external device, appears within the Status Bar.

Note

Due to different specifications and features of other Bluetooth-compatible devices, display and operations may be different, and functions such as transfer or exchange may not be possible with all Bluetooth compatible devices.

Pairing between two Bluetooth devices is a one-time process. Once a pairing has been created, the devices will continue to recognize their partnership and exchange information without having to re-enter a passcode again.

To disconnect a paired device:

Disconnecting a paired device breaks the connection between the device and your LG VM701, but retains the pairing. At a later point when you wish to reconnect the device, there is no need to setup the connection information again.

1. Verify your Bluetooth is turned on.
2. From the Bluetooth settings page, tap the previously paired device (under the Bluetooth devices section).
3. Tap **OK** to confirm disconnection.

   – or –

   From the Bluetooth settings page, touch and hold the name of the previously paired device, and select **Disconnect**.

Note

Disconnections are manually done but often occur automatically if the paired device goes out of range of your LG VM701 or if it is powered off.

To delete a paired device (unpair):

Deleting a device from your list removes its “connection record” and upon reconnection would require that you re-enter all the previous pairing information.

1. Verify your Bluetooth is turned on.
2. From the Bluetooth settings page, touch and hold the name of the previously paired device (under the Bluetooth devices section). This opens the connected device's menu options.
3. Tap **Disconnect & Unpair** to confirm deletion.

Sending Items via Bluetooth

Depending on your paired devices' settings and capabilities, you may be able to send pictures, videos, Contacts information, or other items using a Bluetooth connection.

Note

Prior to using this feature, Bluetooth must first be enabled, and the recipient's device must be visible. If no devices are detected, tap **Scan devices** to begin a new search

To send contacts information:

1. Press > > **Contacts**.
2. Tap an entry to open its details page.
3. Press > **Share** > **Bluetooth**.
4. Tap a paired device.
   - The external Bluetooth device must be visible and communicating for the pairing to be successful.

To send pictures and/or videos:

1. Press > > **Gallery**.
2. Tap an album to open it and view its contents. (The pictures and videos in the album are displayed in chronological order.)

3. Press twice, then checkmark pictures and/or videos to share.

4. Tap **Share**> **Bluetooth**.

5. Tap a paired device.

   - The external Bluetooth device must be visible and communicating for the pairing to be successful.

Disconnecting Bluetooth Connection During an Active Call

- During an active call, where the audio is being routed through a connected Bluetooth device (headset or hands-free connection), tap **Bluetooth** to route the device's audio through the connected Bluetooth headset (On) or through the speaker (Off).

  - When the call is routed to a Bluetooth headset, the current call area is surrounded by a blue box, the Bluetooth button indicates it's on, and the Bluetooth call icon is displayed in the Status Bar.

  - When Bluetooth is turned off, the call is routed through either the earpiece or speaker, the call area is surrounded by a green box, the Bluetooth button indicates it's off, and the **Call** icon is displayed in the Status Bar.

Note

Communication can be toggled between the Bluetooth headset and the device earpiece or speaker by tapping the Bluetooth button On or Off.

microSD Card

Your device is equipped with a preinstalled microSD™ (Secure Digital) memory card to expand the device's available memory space. It allows you to store images, videos, music, and voice data in your device.

Your Device's microSD Card and Adapter

Removing the microSD Card

To safely remove the microSD card from your device, you first need to unmount it.

WARNING: On the Android OS 2.3, you can download applications from Android Market and store them on a microSD card as well as on the device. Due to this feature, skipping the unmount procedure can cause an error because information between the microSD card and the device is not accorded properly. In the worst case, the microSD card can be corrupted or damaged.

1. Press > > **Settings** > **Storage** > **Unmount SD card**. Confirm your selection by tapping **OK**. Now you can safely remove the microSD card.
2. Remove the back cover using the fingertip cutout at the bottom of the cover.
3. Gently press the microSD card in to release it and carefully pull it out of the slot.

Note

You can easily damage the microSD card by improper operation. Please be careful when inserting, removing, or handling it.

Inserting the microSD Card

1. Remove the back cover using the fingertip cutout at the bottom of the cover.
2. Position the microSD card with the label side facing up and slide it into place until it is fully inserted and locked in place.

Note

Be sure to use only recommended microSD cards (up to 32GB). Using non-recommended microSD cards could cause data loss and damage your device.

microSD Icon Indicators

The following icons show your microSD card connection status at a glance:

- microSD card has been unmounted from the device and is safe to remove.

- microSD card is being prepared for use and for mounting.

Note

DO NOT remove a microSD card while files are being accessed or transferred. Doing so will result in loss or damage of data. Make sure your battery is fully charged before using the microSD card. Your data may become damaged or unusable if the battery runs out while using the microSD card.

microSD Adapter

The supplied microSD adapter allows you to use microSD cards in other SD-compatible devices, like computers, cameras, and printers. Before using the microSD card with an SD-compatible device, you will need to insert the microSD card into the microSD adapter.

To insert the microSD card into the microSD adapter:

- With the label side of the microSD card facing up, insert the card into the supplied microSD adapter and gently slide the card until it is fully inserted.

To remove the microSD card from the microSD adapter:

- Hold the front edge of the microSD card, and gently pull it out to remove it from the adapter.

Write Protection

The microSD adapter has a built-in Write Protection lock to prevent accidental overwriting or removal of your data when the microSD card and adapter are inserted in another device.

- Slide the Write Protection lock tab down into the “Lock” position to prevent overwriting of data. To allow data to be added or removed from the microSD card, slide the Write Protection lock tab up into the normal position.

microSD Card Settings

Viewing Memory in the microSD Card

1. Press > > **Settings** > **Storage**.
2. Review the available information.
   - The storage capacity page is divided into two sections: **SD card** and **Internal storage**.

Formatting the microSD Card

Formatting a microSD **card** permanently removes all files stored on the card.

1. Press > > **Settings** > **Storage**.
2. Tap **Unmount SD** card and confirm your selection by tapping **OK** to release the microSD card from its use by the device. The icon appears in the Status Bar to indicate an unmounted microSD card.
3. Once unmounted, tap **Erase SD card** > **Erase SD Card** > **Erase everything**.
   - Once completely formatted, you will have to remount the microSD card in order to use it.

Note

The formatting procedure erases all the data on the microSD card, after which the files CANNOT be retrieved. To prevent the loss of important data, please check the contents before you format the card.

Connecting Your Device to Your Computer

Before using your device's mass storage capabilities, you need to prepare your device's data services to synchronize with your desktop or laptop computer. Once you have connected the device to the computer, you can transfer your data to or from the microSD card.

To connect your device to a computer via USB:

1. Use the USB cable that came with your phone to connect the phone to a USB port on your computer.
2. When the USB connected screen is displayed, tap **Mass storage** > **Done** > **OK** to confirm that you want to transfer files.
   - When the device is connected as USB storage, you receive a notification on your computer.
   - You device's microSD card is mounted as a removable drive on your computer. You can now copy files to and from the microSD card. For more information, see the documentation for your computer.
   - During this time, you will not be able to access the microSD card in your device, so you can't use applications that rely on the microSD card, such as Camera, Gallery, and Music.

To remove the connection:

WARNING: Carefully follow your computer's instructions to unmount, remove, or disconnect any removable USB devices or disks, to avoid losing information on the microSD card when disconnecting your phone from your computer.

1. On your computer, complete the process to safely Stop, or Remove, the USB device (in this case, the phone). For example, use the Safely Remove Hardware option to Stop the USB Mass Storage Device on Windows® XP.

2. Open the Notifications Panel (on your device) and tap **USB connected.**

3. Tap **Charge only** > **Done** to unmount the microSD card.

4. Disconnect the USB cable from your phone.

Important Connection Information

- To avoid loss of data, DO NOT remove the USB cable, the microSD card, or the battery while accessing or transferring files.
- DO NOT use your computer to change or edit folder or file names on the microSD card and do not attempt to transfer large amounts of data from the computer to the microSD card. Doing so may cause the microSD card to fail.
- DO NOT turn off or restart your computer or put it into standby mode while using a mass storage device. Doing so will result in loss or damage of data.
- The microSD card can only be mounted for use by either the device or a connected computer. Prior to accessing the card via a different method, it must first be unmounted from its current device (phone or computer USB).

Important: The microSD card can only share a connection with one device at a time, either your device or your computer (via its USB connection); not both. You cannot browse the contents of the card via your device if they are currently being browsed via your computer.

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